



Evaluation Form for Speech # 3

Speaker _____

Topic _____

CONTENT (30 points)

____ **Topic Selection (5)**
Appropriate for informative speech
Appropriate for audience

____ **Requirements (10)**
Time Limits (6 to 8 minutes)
Visual Aid
Showed evidence of research

____ **Support (10)**
Speech utilized sufficient clarifying materials (illustrations, examples, etc.)
Speech utilized a variety of supporting materials
Sources were identified where necessary

____ **Language (5)**
Language was direct and made the speaker's point clearly.
Words were used appropriately.
Grammar was appropriate.
Word pronunciations were correct.
Language was suitable for the audience. **SCORE** _____

ORGANIZATION (30 points)

____ **Introduction (10)**
Gained audience attention and created interest
Oriented audience to the speech
Major ideas were forecast

____ **Body (10)**
Organization was clear and easy to follow
Transitions provided necessary links between ideas
Speech utilized appropriate signposts, internal previews, and internal summaries

____ **Conclusion (10)**
Provided a link back to introductory comment
Provided an idea for the audience to remember
Summarized the speech content **SCORE** _____

DELIVERY (30 points)

____ **Vocal Elements (10)**
Volume Rate Errors Vocalized Pauses Enthusiasm

____ **Physical Elements (10)**
Posture Movement Gestures Use of Aids

____ **Facial Expression (10)**
Eye Contact
Animation (Facial expressions helped to convey/ clarify ideas)
SCORE _____

OUTLINE AND Works Cited (10) _____

TOTAL SCORE