

Speaker's Name: _____ Date: _____

Organization _____ Delivery _____ Total _____

RATING CRITERIA

Organization:

Superior.....4

✓ The message is overly organized.

✓ The speaker helps you understand the sequence and relationship of ideas by using organizational aids such as announcing the topic, previewing the organization, using transitions and summarizing.

Adequate.....3

✓ The message is organized.

✓ I do not have difficulty understanding the sequence and relationships among the ideas in the message. I do not have to make assumptions about the sequence and relationships of ideas.

✓ I can put the ideas in the message into an outline.

Minimal.....2

✓ The organization of the message is mixed up; it jumps back and forth.

✓ The organization of the message appears random or rambling.

✓ I have difficulty understanding the sequence and relationships among the ideas in the message. I have to make some assumptions about the sequence and relationships of ideas.

✓ I cannot put the ideas in the message into an outline.

Inadequate.....1

✓ The message is so disorganized that I cannot understand most of the message.

Suggestions: