

EVALUATION FORM FOR SPEECH OUTLINE

INFORMATIVE OUTLINE

+ = Excellent / = Competent - = Insufficient

Purpose

- _____ Expresses the intention of the speaker in terms of the audience.
- _____ Is realistic and appropriate for the audience's interests, average knowledge level, and beliefs.

Introduction

- _____ Attention Getter
- _____ Reason to Listen
- _____ Thesis
- _____ Credibility Statement
- _____ Preview of Main Points

Body

- _____ Follows the rules of formal outlining by indenting correctly.
- _____ Follows the rules of formal outlining by using appropriate numbers and letters.
- _____ The main points provide logical and compelling support that further the thesis.
- _____ The sub-points represent well thought out examples, reasons, or arguments.
- _____ One sentence per point
- _____ All sources are cited in the text of the outline.
- _____ Sources are credible.
- _____ Follows an organizational pattern.
- _____ Focuses on informative material that is relevant and believable.
- _____ No bias or undue favoritism demonstrated.
- _____ Use of material is appropriate to the specific audience.

Transitions

- _____ Transitions are used between each main point of the speech.

Conclusion

- _____ Reaffirms main points
- _____ Restates thesis
- _____ Stresses the importance of the topic through a final statement (a clincher) that leaves a lasting impression in the minds of the listeners.

Grammar

- _____ Complete sentences were used throughout the outline.
- _____ Free of spelling errors.
- _____ Free of grammatical errors.

Reference Page

- _____ Lists all sources cited in the body of the outline and contains the required number of sources using APA V format

EVALUATION FORM FOR SPEECH OUTLINE

PERSUASIVE OUTLINE

+ = Excellent / = Competent - = Insufficient

Purpose

- _____ Expresses the intention of the speaker in terms of the audience.
- _____ Is realistic and appropriate for the audience's interests, average knowledge level, and beliefs.

Introduction

- _____ Attention Getter
- _____ Reason to Listen
- _____ Thesis
- _____ Credibility Statement
- _____ Preview of Main Points

Body

- _____ Follows the rules of formal outlining by indenting correctly.
- _____ Follows the rules of formal outlining by using appropriate numbers and letters.
- _____ The main points provide logical and compelling support that further the thesis.
- _____ The sub-points represent well thought out examples, reasons, or arguments.
- _____ One sentence per point
- _____ All sources are cited in the text of the outline.
- _____ Sources are credible.
- _____ Follows an organizational pattern.
- _____ Focuses on persuasive appeals based on logic, emotion, and credibility.
- _____ No bias or undue favoritism demonstrated.
- _____ Use of arguments is appropriate to the specific audience.

Transitions

- _____ Transitions are used between each main point of the speech.

Conclusion

- _____ Reaffirms main points
- _____ Restates thesis
- _____ Stresses the importance of the topic through a final statement (a clincher) that leaves a lasting impression in the minds of the listeners.

Grammar

- _____ Complete sentences were used throughout the outline.
- _____ Free of spelling errors.
- _____ Free of grammatical errors.

Reference Page

- _____ Lists all sources cited in the body of the outline and contains the required number of sources using APA V format

