

EVALUATION FORM
INFORMATIVE SPEECH

Speaker _____ Topic _____ Time _____

+ EXCELLENT / COMPETENT - INSUFFICIENT

INTRODUCTION:

- _____ Captures attention and interest
- _____ Provides a reason to listen
- _____ Introduces a clear thesis and specific purpose
- _____ Credibility is established
- _____ Preview of main points

BODY:

- _____ Speech is adapted to the audience's interests, knowledge, and attitudes
- _____ Organizational logic or pattern makes sense
- _____ Main points are clearly identified
- _____ Transitions with internal summaries are evident and effective
- _____ Evidence of research and support material
- _____ Used acceptable reasoning to present new information

DELIVERY:

- _____ Poised and confident
- _____ Professional appearance and appropriate attire
- _____ Delivery is extemporaneous (conversational, did not read)
- _____ Effective use of voice (not monotone, too soft, too fast, etc.)
- _____ Language and grammar are appropriate
- _____ Maintained eye contact with audience
- _____ Effective nonverbal communication (gestures, visual aid, etc.)
- _____ Freedom from distractions (pacing, swaying, fidgeting, "um" "ok")

CONCLUSION:

- _____ Signals the end of speech
- _____ Reaffirms main points
- _____ Reinforces thesis and specific purpose
- _____ Vivid and memorable closure

TOPIC CHOICE AND TIME GUIDELINES:

- _____ Topic meets assignment
- _____ Communicated enthusiasm for topic
- _____ Observes 10-15 minute time expectation

EVALUATION FORM
PERSUASIVE SPEECH

Speaker _____ Topic _____ Time _____

+ EXCELLENT / COMPETENT - INSUFFICIENT

INTRODUCTION:

- _____ Captures attention and interest
- _____ Provides a reason to listen
- _____ Introduces a clear thesis and specific purpose
- _____ Credibility is established
- _____ Preview of main points

BODY:

- _____ Speech is adapted to the audience's interests, knowledge, and attitudes
- _____ Organizational logic or pattern makes sense
- _____ Main points are clearly identified
- _____ Transitions with internal summaries are evident and effective
- _____ Evidence of research and support material
- _____ Used acceptable logic, reasoning and emotional appeals

DELIVERY:

- _____ Poised and confident
- _____ Professional appearance and appropriate attire
- _____ Delivery is extemporaneous (conversational, did not read)
- _____ Effective use of voice (not monotone, too soft, too fast, etc.)
- _____ Language and grammar are appropriate
- _____ Maintained eye contact with audience
- _____ Effective nonverbal communication (gestures, visual aid, etc.)
- _____ Freedom from distractions (pacing, swaying, fidgeting, "um" "ok")

CONCLUSION:

- _____ Signals the end of speech
- _____ Reaffirms main points
- _____ Specifies precisely what the audience is to think or do in response to speech
- _____ Vivid and memorable closure

TOPIC CHOICE AND TIME GUIDELINES:

- _____ Topic meets assignment
- _____ Communicated enthusiasm for topic
- _____ Observes 10-15 minute time expectation