

FIRST SPEECH EVALUATION FORM

Speaker's Name: _____

Description

Rating

- 1. Audience Analysis / Topic Choice
 - Interesting and creative topic
 - Offers fresh perspective and/or benefit to audience
 - Audience members' best interest considered

1 2 3 4 5 6 7 8 9 10

- 2. Introduction
 - captures audience attention
 - appropriate attention getting technique used
 - provides clear preview or roadmap

1 2 3 4 5 6 7 8 9 10

- 3. Body
 - Main points clearly identifiable
 - Supporting evidence used appropriately
 - Appropriate sources cited
 - Topic clearly explained, described, defined and/or demonstrated

1 2 3 4 5 6 7 8 9 10

- 4. Conclusion
 - alerted the audience to the closing of the speech
 - reviewed main points
 - provided memorable, creative conclusion

1 2 3 4 5 6 7 8 9 10

- 5. Organization
 - clear transitions and organization
 - each main point clearly identifiable
 - key ideas and points flow in logical and orderly manner...easy to follow

1 2 3 4 5 6 7 8 9 10

- 6. Language
 - clear, concise and creative
 - correct pronunciation of each word
 - avoided slang/jargon, inappropriate profanities

1 2 3 4 5 6 7 8 9 10

- 7. Delivery
 - vocally expressive, conversational style
 - adequate eye contact with audience members
 - effective gesturing and body movement
 - generally effective

1 2 3 4 5 6 7 8 9 10

- 8. Effectiveness
 - upon completion, audience members had solid understanding of topic
 - speaker effectively relayed main points
 - topic made relevant and significant

1 2 3 4 5 6 7 8 9 10

- 9. Connection With Audience
 - engaged delivery, authentic and genuine
 - maintained directness
 - acknowledged audience members as individuals
 - conveyed a genuine interest in the topic and in the well being of audience members; topic was made relevant and relatable; value of information apparent

1 2 3 4 5 6 7 8 9 10

- 10. Adherence to Time Limit (Time: _____)
 - speaker did not conclude prior to 4 minute minimum time limit
 - speaker did not exceed 5 minute maximum time limit

1 2 3 4 5 6 7 8 9 10

Total Points: _____ / 100