

SPEECH EVALUATION FORM

Speaker _____

Topic _____

Rate the speaker on each point: *E-excellent* *G-good* *A-average* *F-fair* *P-poor*

INTRODUCTION

Gained attention and interest E G A F P
 Introduced topic clearly E G A F P
 Related topic to audience E G A F P
 Previewed body of speech E G A F P

DELIVERY

Began speech without rushing E G A F P
 Maintained strong eye contact E G A F P
 Avoided distracting mannerisms E G A F P
 Articulated words clearly E G A F P
 Used pauses effectively E G A F P
 Used vocal variety to add impact E G A F P
 Used slides well E G A F P
 Communicated enthusiasm for topic E G A F P
 Large and clear words and pictures E G A F P

BODY

Main points clear E G A F P
 Main points fully supported E G A F P
 Organization well planned E G A F P
 Language accurate E G A F P
 Language clear E G A F P
 Transitions effective E G A F P

OVERALL EVALUATION

Met assignment E G A F P
 Topic challenging E G A F P
 Message adapted to audience E G A F P
 Speech completed within time limit E G A F P
 Held interest of audience E G A F P
 Taught me something new E G A F P

CONCLUSION

Prepared audience for ending E G A F P
 Reinforced residual message E G A F P
 Vivid ending E G A F P

What were the (three) main points? _____

What research / project work did the speaker do? _____

What did the speaker do most effectively? _____

What should the speaker pay special attention to next time? _____

General Comments: _____
