

Informative Speech Evaluation Form

Topic _____ Name _____

KEYWORD OUTLINE _____ _____ _____ _____ _____ _____ _____	SYMBOL KEY: != SUPERIOR += EFFECTIVE ± = PROBLEMATIC - = DETRIMENTAL ? = UNKNOWABLE Ø = MISSING N/A = NOT APPLICABLE	SPEECH TIME: _____ GRADE: _____ SPCH PTS: _____ OUTLINE PTS: _____	STRONGEST ASPECT: _____ WEAKEST ASPECT: _____
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- INTRODUCTION**
- ___ gained attention and interest
 - ___ introduced topic clearly
 - ___ related topic to the audience
 - ___ established credibility
 - ___ range of research clear
 - ___ preview statement

- BODY**
- ___ main points clear
 - ___ main points correctly phrased
 - ___ connectives effective
 - ___ organization well planned
 - ___ organizational pattern evident
 - ___ language accurate and clear
 - ___ language appropriate

- SUPPORT**
- ___ main points fully supported
 - ___ variety and quality of support
 - ___ support relevant to claims
 - ___ support sufficient for claims
 - ___ sources cited
 - ___ source credibility
 - ___ good research evident
 - ___ visual aids effective
 - ___ presented visual aids effectively

- CONCLUSION**
- ___ prepared audience for ending
 - ___ reinforced central idea
 - ___ vivid ending

- DELIVERY**
- ___ used appropriate rate
 - ___ maintained eye contact
 - ___ extemporaneous delivery
 - ___ conversational tone
 - ___ easy to listen to
 - ___ articulated clearly
 - ___ used pauses effectively
 - ___ used good volume and projection
 - ___ use of vocal variety and dynamics
 - ___ showed enthusiasm
 - ___ avoided distracting mannerisms
 - ___ gestures used effectively

- OVERALL EVALUATION**
- ___ met needs of assignment
 - ___ topic challenging
 - ___ specific purpose well chosen
 - ___ message adapted to audience
 - ___ held interest of the audience
 - ___ kept within time limits
 - ___ overall success as a speech
 - ___ overall success as a research project

- PREPARATION OUTLINE**
- ___ elements clearly labelled
 - ___ organizational method declared
 - ___ headers correctly phrased
 - ___ style accurate and consistent
 - ___ hierarchy correct and clear
 - ___ bibliographic format
 - ___ bibliographic variety

Look-up these abbreviations online: