

Intro Speech Evaluation Form

Topic _____ Name _____

KEYWORD OUTLINE

CHECK ONLINE FOR MORE

SYMBOL KEY:

- ! = SUPERIOR
- + = EFFECTIVE
- ± = PROBLEMATIC
- = DETRIMENTAL
- ? = UNKNOWABLE
- Ø = MISSING
- N/A = NOT APPLICABLE

SPEECH TIME: _____

GRADE: _____

SPCH PTS: _____

OUTLINE PTS: _____

STRONGEST ASPECT:

WEAKEST ASPECT:

() INTRODUCTION

- _____ gained attention and interest
- _____ introduced topic clearly
- _____ related topic to the audience
- _____ previewed body of speech

() BODY

- _____ main points clear
- _____ main points correctly phrased
- _____ organizational pattern evident
- _____ organization well planned
- _____ connectives used effectively
- _____ visual aids effective
- _____ presented visual aids effectively
- _____ language appropriate & clear

() CONCLUSION

- _____ prepared audience for ending
- _____ reinforced central idea
- _____ vivid ending

Look up these abbrev. online:

() DELIVERY

- _____ rate of speaking
- _____ maintained eye contact
- _____ avoided distracting mannerisms
- _____ gestures used effectively
- _____ articulated clearly
- _____ effective volume and projection
- _____ use of vocal variety and dynamics
- _____ showed enthusiasm
- _____ appeared confident
- _____ conversational tone

() OVERALL EVALUATION

- _____ met needs of assignment
- _____ kept within time limits
- _____ held interest of the audience

() PREPARATION OUTLINE

- _____ elements clearly labelled
- _____ organizational method declared
- _____ headers correctly phrased
- _____ style accurate and consistent
- _____ hierarchy correct and clear