

Speech Evaluation Form

Name: _____

Topic: _____

Time: _____

Score: _____

INTRODUCTION (15 points)

Effective attention step (8)	
Reveals the topic, theme, or speech purpose (2)	
Establishes credibility and goodwill (2)	
Relates speech to audience's interest (1)	
Previews the structure of the speech (2)	

BODY (40 points)

Presents (a) definite viewpoint/s early in the speech (5)	
Viewpoint/s is/are supported with reason and logic (12)	
Presents specific data (12) Variety of supporting materials used: Statistics/survey stories Illustrations personal experience/observation Analogy Quotations/remarks	
Appropriateness of topic development (2)	
Transitions/signposts were used effectively (2)	
Appropriateness of organizational pattern (2)	
Clarity, Appropriateness of Language (3)	
Relation to and inclusion of the audience (2)	

CONCLUSION (15 points)

Prepares the audience for the conclusion (3)	
Reviews/Summarizes the main points (4)	
Memorable statement (8)	

DELIVERY (30 POINTS)

Extemporaneous delivery (3)	Establishes eye contact (3)	Fluency (pauses were appropriate, gap fillers were minimized) (3)	Tone was conversational (2)
Shows enthusiasm for the topic (2)	Effective vocal expression (2) (variations in pitch, rate, volume)	Pronounces words correctly (3)	Shows confidence (2)
Gestures/Movements were appropriate (3)	Maintains composure (2)	Enunciates clearly (3)	Attire and/or visual aid(s) is/are appropriate (2)