

## 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? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

What did the speaker do most effectively? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

What should the speaker pay special attention to next time? \_\_\_\_\_

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\_\_\_\_\_

General Comments: \_\_\_\_\_

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