

Instructor Evaluation Form – Speech #2: Informative Speech

UNCW

Speaker's Name: _____ Time: _____

Summer Session I, 2013

COM 101

BASIC REQUIREMENTS

(Failure to meet any of these requirements will result in a 5-point penalty per infraction.)

Received Topic Approval	Y	N
Cited 2 Sources Aloud	Y	N
Used Extemporaneous Delivery	Y	N
Met Time Requirements	Y	N
Used at least 1 Visual Aid	Y	N
Provided Instructor with Appropriate Evaluation Form	Y	N
Adhered to Appropriate Number of Note Cards Limit	Y	N
Arrived to Class on Time	Y	N
Provided Instructor with Final, Formal Outline	Y	N
Provided Instructor with Speech Folder	Y	N

Scale

E=Excellent G=Good A=Average P=Poor NA=NA

ORGANIZATION

COMMENTS:

Introduction

Attention-Getter	E	G	A	P	NA
Clear Theme	E	G	A	P	NA
Credibility	E	G	A	P	NA
Relevance	E	G	A	P	NA
Forecast	E	G	A	P	NA

Body

Limited # Main Pts	E	G	A	P	NA
Logical Organization	E	G	A	P	NA
Transitions	E	G	A	P	NA

Conclusion

Summary of Main Pts	E	G	A	P	NA
Created Closure	E	G	A	P	NA

CONTENT

Worthwhile, Focused Topic	E	G	A	P	NA
Key Ideas Developed	E	G	A	P	NA
Use of Supp. Materials	E	G	A	P	NA
Visual Aid					
Design	E	G	A	P	NA
Use	E	G	A	P	NA
Credible Sources Clearly ID	E	G	A	P	NA
Connected w/Audience	E	G	A	P	NA
Appropriate Language Use	E	G	A	P	NA

DELIVERY

Appropriate Appearance	E	G	A	P	NA
Vocal Delivery					
Volume	E	G	A	P	NA
Articulation/Pronunciatic	E	G	A	P	NA
Rate	E	G	A	P	NA
Variety	E	G	A	P	NA
Expressiveness	E	G	A	P	NA
Physical Delivery					
Eye Contact	E	G	A	P	NA
Gestures	E	G	A	P	NA
Stance/Movement	E	G	A	P	NA
Use of Notes	E	G	A	P	NA
General Preparation	E	G	A	P	NA