

## 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

Established credibility    E G A F P

Previewed body of speech    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

Language appropriate    E G A F P

Connectives effective    E G A F P

**CONCLUSION**

Prepared audience for ending    E G A F P

Reinforced central idea    E G A F P

Vivid ending    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

Presented visual aids well    E G A F P

Communicated enthusiasm for topic    E G A F P

Departed from lectern without rushing    E G A F P

**OVERALL EVALUATION**

Met assignment    E G A F P

Topic challenging    E G A F P

Specific purpose well chosen    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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_