

SPEECH EVALUATION SHEET - SPEAKER:

TIME:

GRADE:

DELIVERY - 50% -		COMMENTS		
EYE CONTACT	10 - 9 Consistent Evenly distributed Responds to audience feedback	8 - 7 Fairly consistent Includes most listeners	6 - 5 Infrequent or focused on one spot Looking at notes most of the time	4 - 0 No eye contact
MOVEMENT & APPEARANCE	10 - 9 Appropriate Facial expression Purposeful gestures/movement Good posture Appropriate dress	8 - 7 Some Gestures & movement Not distracting Animated	6 - 5 Lifeless or stiff delivery Repetitive gestures	4 - 0 Distracting mannerisms Waving movements Fiddling w/hair etc. Slumps
VOICE	10 - 9 Expressive Varied, emphatic Appropriate inflections Adequate volume Conversational tone	8 - 7 Natural tone & pitch Not distracting	6 - 5 Monotone Too soft or loud Inappropriate inflection patterns	4 - 0 Trails off Long pauses hesitant
FLUENCY	10 - 9 Conversational Spontaneous Smooth delivery Appropriate rate	8 - 7 Few lapses or interjections Seems generally well prepared	6 - 5 Dependent on notes Frequent interjections Lack of continuity	4 - 0 Reads Speech Speech sounds memorized
ARTICULATION & PRONUNCIATION	10 - 9 Precise articulation Correct pronunciation	8 - 7 Fairly clear articulation Normally correct pronunciation	6 - 5 Non-standard pronunciation	4 - 0 Slurred words Mumbles
CONTENT - 25% -		COMMENTS		
ANALYSIS	10 - 9 Adapted to audience Understands topic Well reasoned	8 - 7 Fair Analysis, but incomplete	6 - 5 Minimal analysis Not adapted to audience	4 - 0 Lack of understanding Faulty reasoning Shallow treatment
SUPPORTING MATERIALS & AUDIO/VISUALS SOURCES	10 - 9 Sufficient Varied, relevant Properly cited Visuals used effectively	8 - 7 Some support offered	6 - 5 Lacking sufficient support and/or documentation Examples/visuals used ineffectively	4 - 0 No support given No A./V used (if applicable)
MECHANICS & STYLE	5 Vivid language Correct grammar Concise phrasing	4 - 3 Word choices are generally correct & appropriate	2 Several major grammar errors Some wordiness	1 - 0 Language is frequently ambiguous Incorrect choice of words ungrammatical
ORGANIZATION - 25% -		COMMENTS		
TOPIC & THESIS	10 - 9 Clear Original significant	8 - 7 Meets assignment	6 - 5 Unclear, Unfocused Trite Lacks significance	4 - 0 No controlling idea
DEVELOPMENT	10 - 9 Ideas fully explained & integrated Main points clear Appropriate transitions	8 - 7 Most of topic -developed Org.- moderately effective	6 - 5 Lack of continuity Main points difficult to follow	4 - 0 Rambling Little unity of idea No transitions Choppy
INTRODUCTION & CONCLUSION	5 Introduction is effective Attention getting Interesting Conclusion is sufficient Closes neatly	4 - 3 Does not announce Meets assignment	2 Poor introduction and/or conclusion	1 - 0 No introduction and/or conclusion
				TOTAL SCORE:

COMMENTS: