

SPEECH EVALUATION FORM

Rate the speaker on each point:

E G A F P
excellent good average fair poor

Speaker _____

Topic _____

Introduction

- _____ gained attention and interest
- _____ introduced topic clearly
- _____ established credibility
- _____ previewed body of speech

Comments

Body

- _____ main points clear
- _____ main points fully supported
- _____ organization well planned
- _____ language accurate, clear, concise
- _____ appropriate to audience and occasion
- _____ smooth transitions between ideas

Conclusion

- _____ prepared audience for ending
- _____ reinforced central idea
- _____ effectively summarizes speech

Delivery

- _____ maintained eye contact
- _____ used voice effectively
- _____ used nonverbal communication effectively
- _____ communicated enthusiasm for topic

Overall Evaluation

- _____ topic challenging and narrowed
- _____ specific purpose well chosen
- _____ speech adapted to audience
- _____ speech completed in time limit

Additional Comments:

Speech met the assignment? _____

What did the speaker do most effectively? _____

What should the speaker pay special attention to next time? _____