

SPEECH EVALUATION FORM

SPEAKER _____ TOPIC _____ DATE _____

Overall Considerations

- ___ Did the speaker seem committed to the topic?
- ___ Did the speech meet the requirements of the assignment?
- ___ Was the speech adapted to fit the audience?
- ___ Did the speech promote identification among topic, audience, and speaker?
- ___ Was the purpose of the speech clear?
- ___ Was the topic handled with imagination and freshness?
- ___ Did the speech meet high ethical standards?

Substance

- ___ Was the topic worthwhile?
- ___ Had the speaker done sufficient research?
- ___ Were the main ideas supported with reliable and relevant information?
- ___ Was testimony used appropriately?
- ___ Were the sources documented appropriately?
- ___ Were examples or narratives used effectively?
- ___ Was the reasoning clear and correct?

Structure

- ___ Did the introduction spark your interest?
- ___ Did the introduction adequately preview the message?
- ___ Was the speech easy to follow?
- ___ Could you identify the main points of the speech?
- ___ Were transitions used to tie the speech together?
- ___ Did the conclusion summarize the message?
- ___ Did the conclusion help you remember the speech?

Presentation

- ___ Was the language clear, simple and direct?
- ___ Was the language colorful?
- ___ Were grammar and pronunciations correct?
- ___ Was the speech presented extemporaneously?
- ___ Were notes used unobtrusively?
- ___ Was the speaker appropriately enthusiastic?
- ___ Did the speaker maintain good eye contact?
- ___ Did gestures and body language complement ideas?
- ___ Was the speaker's voice expressive?
- ___ Were the rate and loudness appropriate to the material?
- ___ Did the speaker uses pauses appropriately?
- ___ Did visual aids make the message clearer or more memorable?
- ___ Were visual aids skillfully integrated into the speech?
- ___ Was the presentation free from distracting mannerisms?