

## Speech Evaluation Form

**Speaker:**

**Topic:**

**Speech Purpose:**

**Time Allowance:**

*Rate the speaker on each point: E- excellent, G-good, A-average, F-fair, P-poor*

<b>Introduction</b>	<b>Rating</b>	<b>Delivery</b>	<b>Rating</b>
Attention & interest	E G A F P	Organised notes, visual aids ... before start	E G A F P
Introduced topic clearly	E G A F P	Poised beginning	E G A F P
Related topic to audience	E G A F P	Good use of eye contact	E G A F P
Credibility	E G A F P	Body language ( posture & gesture) controlled & effective	E G A F P
Previewed body of speech	E G A F P	Speaking rate – flexible & effective	E G A F P
		Speaking volume	E G A F P
		Fluency - absence of fillers – ums, ahs	E G A F P
<b>Body</b>			
Main points clear	E G A F P	Used vocal variety – changes in pitch & tone	E G A F P
Main points supported	E G A F P	Enthusiasm for topic	E G A F P
Main points logically presented	E G A F P	Visual aids appropriate & integrated into speech	E G A F P
Transitions clear & effective	E G A F P	Finished speech with poise	E G A F P
		<b>Overall Evaluation</b>	
<b>Conclusion</b>		Met assignment	E G A F P
Transition to end signalled	E G A F P	Researched topic	E G A F P
Summary of principal points	E G A F P	Topic adapted well to audience	E G A F P
Effective close/call to action	E G A F P	Audience interest	E G A F P
		Completed within time limit	E G A F P
<b>Language</b>			
Language appropriate for topic & audience	E G A F P		
Language varied	E G A F P		

**What did the speaker do well?**

(Provide examples from the presentation to illustrate eg. - good eye contact – particularly effective through the opening and closing of speech.)

- 1.
- 2.
- 3.

**What recommendations do you have for the speaker?**

(Make suggestions for improvement specific eg. Practice using pauses to a) break the continuous flow of information and b) to highlight important points

- 1.
- 2.
- 3.

**General Comments:**