

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

Introduction	Rating	Delivery	Rating
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
Body			
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
		Overall Evaluation	
Conclusion		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
Language			
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: