

Public Speaking -- Speech Evaluation Form

Speaker: _____ Topic: _____ Evaluator: _____ Time = _____ minutes

Items that stood out as very effective! (✓ if applicable)

Introduction

- _____ Very creative attention grabber.
- _____ Introduced topic clearly.
- _____ Established credibility with audience.
- _____ Showed how topic affects audience.
- _____ Previewed the main points.

Body of the Speech

- _____ Main points clear and distinct.
- _____ Connectives used effectively.
- _____ Main points supported well.
- _____ Extended examples vivid & effective.
- _____ Topic appeared well researched.
- _____ Sources clearly revealed.

Conclusion

- _____ Prepared audience for ending.
- _____ Summarized main points of speech.
- _____ Vivid/powerful ending.

Delivery

- _____ Delivered speech without rushing.
- _____ Maintained good eye contact.
- _____ Good posture / body movement.
- _____ Articulated words clearly.
- _____ Used vocal variety to add impact.
- _____ Communicated enthusiasm for topic.
- _____ Language accurate/appropriate.
- _____ Excellent volume / power in your voice.
- _____ You hardly relied on your notes!
- _____ Note cards were barely noticeable.
- _____ Smooth conversational delivery style.

Miscellaneous

- _____ Message adapted to audience.
- _____ Held the interest of the audience.
- _____ Great interaction with the audience.
- _____ Presented visual aids well.
- _____ Speech completed within the time limit.
- _____ Thorough preparation outline.

Ways to improve for your next speech: (✓ if applicable)

Introduction

- _____ Try for a more creative attention grabber.
- _____ Topic could be stated more clearly.
- _____ Do more to establish credibility.
- _____ Show how topic affects the people in this room.
- _____ Clearly preview each main point.

Body of the Speech

- _____ Try to make the main points clearer and more distinct.
- _____ Connectives could be more effective.
- _____ Main points could be explained more thoroughly.
- _____ Tell us more stories / vivid examples.
- _____ Try to find more credible sources of research.
- _____ Clearly reveal your sources to boost your credibility.

Conclusion

- _____ Let us know that you are ending.
- _____ Summarize main points of speech.
- _____ Ending could be more vivid / have greater impact.

Delivery

- _____ Slow down – pause for dramatic effect.
- _____ Have more eye contact.
- _____ Avoid tapping / swaying / fidgeting / leaning.
- _____ Try to articulate words more clearly.
- _____ Try for more vocal variety in your delivery.
- _____ Try for more enthusiasm in your voice.
- _____ Avoid “um,” “uh,” “like,” “you know” or “_____.”
- _____ Speak louder.
- _____ Avoid reading to us. Rely less on notes.
- _____ Set note cards down.
- _____ Try for a smoother delivery / natural sounding conversational quality in your delivery.

Miscellaneous

- _____ Choose topic/main points that will interest audience.
- _____ Try for more examples that audience can relate to.
- _____ Try to interact more with the audience. Involve us!
- _____ Enlarge / slow down with / explain / visual aids.
- _____ Watch time – edit speech. Add/remove material.
- _____ Follow the preparation outline guidelines.

Grade for speech # _____ = _____ % = _____ out of 200 points