Public Speaking -- Speech Evaluation Form

Speaker: ____________________  Topic: ____________________  Evaluator: ___________  Time = ___ minutes

<table>
<thead>
<tr>
<th>Items that stood out as very effective!</th>
<th>Ways to improve for your next speech:</th>
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<td>(✓ if applicable)</td>
<td>(✓ if applicable)</td>
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**Introduction**
- Very creative attention grabber.
- Stated topic clearly.
- Established credibility with audience.
- Showed how topic affects audience.
- Previewed the main points.
- 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**
- Main points clear and distinct.
- Connectives used effectively.
- Main points supported well.
- Extended examples vivid & effective.
- Well researched with minimum of 3 sources.
- Sources clearly revealed.
- Main points could be made 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**
- Prepared audience for ending.
- Summarized main points of speech.
- Vivid/powerful ending.
- Let us know that you are ending.
- Summarize main points of speech.
- Ending could be more vivid / have greater impact.

**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.
- 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/energy 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**
- 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.
- 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