

**SPEECH EVALUATION FORM**

**Speaker** \_\_\_\_\_

**Evaluator** \_\_\_\_\_

**Grading Scale**

F: Unacceptable    D: Needs Work    C: Passable    B: Good    A: Outstanding

**Opening**

Speaker established a central argument and/or idea and captured audience attention effectively.

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**Preview**

Speaker gave an initial summary that was clear and concise.

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**Body**

Speaker organized material into 3 or 4 major points and elaborated on them effectively.

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**Close**

Speaker summarized briefly and offered a clear action step or conclusion.

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**Timing**

Speaker stayed within time limits and came to a conclusion when signaled to do so.

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**Nonverbal Communication**

Speaker took a firm stance and established eye contact before starting to speak. Speaker used voice, stance, movements and gestures to emphasize and illustrate important points throughout the presentation.

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**Visual Aids**

Speaker used PowerPoint, pictures, charts, handouts and/or demonstrations effectively (as true visuals and not visual verbals).

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**Additional Comments/Final Grade**

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