Jacobson Center for Writing, Teaching and Learning

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.

Preview
Speaker gave an initial summary that was clear and concise.

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

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

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

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.

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

Additional Comments/Final Grade

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