

SPEECH EVALUATION

Speaker: _____ Listener: _____ Date: _____

Topic: _____ Intended audience: _____ Minutes: _____

Evaluation (5-1; 5 is best; 1 is worst; add comments where appropriate)

Physical appearance (Posture, Appropriate clothing, Poise, Facial expression):

Voice (Volume, Pitch, Quality, Variety):

Preparation (Organization, Timing, Appropriate reliance on notes)

Introduction (Clear? Concise? Arouse interest? Lead into subject?):

Organization of main body (Understandable? Well-balanced?):

Illustrations (Appropriate? Varied? Not detracting?):

Application (Relevance clear? Motivating?):

Conclusion (Clear summary? Call to action?):

Over-all evaluation of speech (20-17 Excellent, 16-13 Good, 12-9 Fair, 8-5 Poor, 4-1 Unacceptable):

Other comments: