

Speech Evaluation Form

Speaker:

Topic:

Speech Purpose:

Time Allowance:

Rate the speaker on each point: E- excellent, G-good, A-average, F-fair, P-poor

Introduction	Rating	Delivery	Rating
Attention & interest	E G A F P	Organised notes, visual aids ... before start	E G A F P
Introduced topic clearly	E G A F P	Poised beginning	E G A F P
Related topic to audience	E G A F P	Good use of eye contact	E G A F P
Credibility	E G A F P	Body language (posture & gesture) controlled & effective	E G A F P
Previewed body of speech	E G A F P	Speaking rate – flexible & effective	E G A F P
		Speaking volume	E G A F P
Body		Fluency - absence of fillers – ums, ahs	E G A F P
Main points clear	E G A F P	Used vocal variety – changes in pitch & tone	E G A F P
Main points supported	E G A F P	Enthusiasm for topic	E G A F P
Main points logically presented	E G A F P	Visual aids appropriate & integrated into speech	E G A F P
Transitions clear & effective	E G A F P	Finished speech with poise	E G A F P
		Overall Evaluation	
Conclusion		Met assignment	E G A F P
Transition to end signalled	E G A F P	Researched topic	E G A F P
Summary of principal points	E G A F P	Topic adapted well to audience	E G A F P
Effective close/call to action	E G A F P	Audience interest	E G A F P
		Completed within time limit	E G A F P
Language			
Language appropriate for topic & audience	E G A F P		
Language varied	E G A F P		

What did the speaker do well?

What recommendations do you have for the speaker?

General Comments: