Speech Evaluation Form

Speaker _____________________________________________

Topic _______________________________________________

Your speech will be evaluated on the organization, content, delivery, and overall effectiveness of your speech.

I. Organization

**Introduction**
- Gained attention and interest
- Related to audience
- Establish credibility
- Preview main points
- Introduced topic clearly

**Body**
- Main points reintroduced clearly
- Main points well planned

**Conclusion**
- Prepared audience for ending
- Reinforced main points
- Clinched the ending

II. Content

- Main points fully supported
- Used different types of supports
- Used oral footnotes
- Adapted message to audience
- Well researched
- Used types of sources

III. Delivery

- Walked to lectern with confidence
- Began speech without rushing
- Maintained eye contact with audience
- Avoided distracting mannerism
- Used professional American language
- Used vocal variety
- Avoided vocal pauses
- Spoke with confidence
- Used gestures effectively
- Used facial expressions effectively
IV. Overall Effectiveness

Adhered to time limit
Appropriate and challenging topic
Showed concerned for audience
Appropriate for Audience