

Name _____ Class _____ Date _____

COMPREHENSIVE SPEECH EVALUATION Sheet for Teachers

NAME _____ **DATE** _____

CLASS _____ **SCORE** _____

TOPIC: _____

TIME LIMIT: _____ **TIME TAKEN:** _____

TOPIC AND PURPOSE

Topic significant and limited? _____

Specific purpose established? _____

DELIVERY

Mental Alertness

Awareness of each idea presented? _____

Obvious sense of communication? _____

Style

Natural? _____

Projects good will? _____

Body

Eye contact adequate? _____

Posture acceptable? _____

Movement appropriate? _____

Gestures effective? _____

Voice

Distinct? _____

Vocal variety adequate? _____

Rate appropriate? _____

Pitch appropriate? _____

Volume appropriate? _____

Fluency adequate? _____

Vocalized pauses avoided? _____

LANGUAGE

Uses expressions appropriate to oral
communication? _____

Word choice appropriate? _____

Conveys ideas clearly? _____

Grammar correct? _____

Pronunciation correct? _____

Increases interest and impact? _____

CONTENT AND ORGANIZATION

Introduction

Get attention? _____

Gives needed information? _____

Makes purpose clear? _____

Relates topic to audience? _____

Gains good will of audience? _____

Development

Main points clearly stated? _____

Organization

Well-structured? _____

Logically sound? _____

Transitions effective? _____

Supporting Material

Clear? _____

Sufficient? _____

Logical? _____

Interesting? _____

Convincing? _____

Visual aids effective? _____

Conclusion

Emphasizes main points? _____

Provides a note of finality? _____

Ends with audience interest high? _____

COMMENTS:

Name _____ Class _____ Date _____

THE PERSUASIVE SPEECH Descriptive Scale

SPEAKER: _____ **TOPIC:** _____
TIME LIMIT: _____ **TIME TAKEN:** _____

TOPIC CHOICE

Suitable to the assignment	Yes	No	Marginal
Suitable to the time limit	Yes	No	

INTRODUCTION OF THE SPEECH

Attention-getting device	High-interest	Average	Weak
Delivery of the attention-getter	Direct	Impersonal	
Purpose statement	Complete	Lacks preview	None

BODY OF THE SPEECH

Selection of main ideas	Interesting	Adequate	Dull
Development of main ideas	Convincing	Adequate	Weak
Organization using a persuasive method	Yes	No	
Supporting reasons for main ideas	Convincing	Adequate	Weak
Transitions between ideas	Smooth	Adequate	Weak None
Quality of research	Thorough	Adequate	Weak
Variety of sources used	Well-chosen	Adequate	Weak
Citation of sources	Adequate	Incomplete	
Effective use of language	Vivid	Adequate	Weak
Use of evidence (quotations, statistics, etc.)	Convincing	Adequate	Weak
Visual aids: size	Adequate	Too small	
neatness	Attractive	Adequate	Messy
handling/visibility	Aware/Not aware of audience needs		
effectiveness	Strong	Average	Weak

CONCLUSION OF THE SPEECH

Summary of ideas	Creative	Adequate	Lacking
Closing statement	Related to introduction		Weak

DELIVERY OF THE SPEECH

Eye contact	Effective	Limited	Insufficient
Volume	Normal	Loud	Soft
Facial expression	Complementary	Average	Blank
Rate of speaking	Normal	Fast	Slow
Vocal expression/tone	Expressive	Average	Monotone
Vocal pauses (<i>um, like, and-a, uh, etc.</i>)	None	Few	Several Many
Pronunciation/Articulation	Clear	Careless	Unclear

SPECIFIC COMMENTS:

Name _____ Class _____ Date _____

THE PERSUASIVE SPEECH

Numerical Scale

SPEAKER: _____ **TOPIC:** _____
TIME LIMIT: _____ **TIME TAKEN:** _____

Rate the speaker's performance on each item in the left column by circling one of the numbers in the right column following that item. The ratings proceed from 1—lowest—to 5—highest.

TOPIC CHOICE

Suitable to the assignment	1	2	3	4	5
Suitable to the time limit	1	2	3	4	5

INTRODUCTION OF THE SPEECH

Attention-getting device	1	2	3	4	5
Delivery of the attention-getter	1	2	3	4	5
Purpose statement	1	2	3	4	5

BODY OF THE SPEECH

Selection of main ideas	1	2	3	4	5
Development of main ideas	1	2	3	4	5
Organization using a persuasive method	1	2	3	4	5
Supporting reasons for main ideas	1	2	3	4	5
Transitions between ideas	1	2	3	4	5
Quality of research	1	2	3	4	5
Variety of sources used	1	2	3	4	5
Citation of sources	1	2	3	4	5
Effective use of language	1	2	3	4	5
Use of evidence (quotations, statistics, etc.)	1	2	3	4	5
Visual aids: size	1	2	3	4	5
neatness	1	2	3	4	5
usefulness	1	2	3	4	5
handling/visibility	1	2	3	4	5
effectiveness	1	2	3	4	5

CONCLUSION OF THE SPEECH

Summary of ideas	1	2	3	4	5
Closing statement	1	2	3	4	5

DELIVERY OF THE SPEECH

Eye contact	1	2	3	4	5
Volume	1	2	3	4	5
Facial expression	1	2	3	4	5
Rate of speaking	1	2	3	4	5
Vocal expression/tone	1	2	3	4	5
Vocal pauses (<i>um, like, and-a, uh, etc.</i>)	1	2	3	4	5
Pronunciation/Articulation	1	2	3	4	5

SPECIFIC COMMENTS:

Name _____ Class _____ Date _____

PEER EVALUATION FORM

SPEAKER: _____ TOPIC: _____

Indicate your evaluation by placing an X in the appropriate box following each item.

	Excellent	Above Average	Average	Fair	None
CONTENT	5	4	3	2	1

Attention-getting device					
Clear purpose statement					
Clear organization of ideas					
Effective use of language					
Interesting audiovisual aids					
Selection of main ideas					
Adequate summary					
Closing statement					

DELIVERY

Volume					
Eye contact					
Vocal expression/Tone					
Facial expression					
Poise/Self-control					
Pronunciation/Articulation					

COMMENTS: What I liked most about your speech was _____

If you could improve one element of your speech, I would suggest that you try to _____

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PANEL/SYMPOSIUM EVALUATION

MEMBERS: _____

TOPIC: _____

Rate the performance of the panel or symposium on each item in the left column by circling one of the numbers in the right column following that item. The ratings proceed from 1—lowest—to 5—highest.

If an item did not apply to your group, circle NA.

INTRODUCTION

Interesting comments to gain the audience's attention		1	2	3	4	5
Focused comments to direct the audience's attention to topic		1	2	3	4	5
Documentation for introductory information	NA	1	2	3	4	5

BODY OF THE DISCUSSION

Clear limitation of topic		1	2	3	4	5
Adequate definition of terms		1	2	3	4	5
Clearly defined areas of discussion		1	2	3	4	5
Thorough development of topic		1	2	3	4	5
Effective use of information, such as examples, to clarify facts		1	2	3	4	5
Adequate documentation of sources		1	2	3	4	5
Fair representation of varying points of view		1	2	3	4	5
Use of appropriate audiovisual aids	NA	1	2	3	4	5

CONCLUSION

Summary of each of the main ideas of the topic		1	2	3	4	5
Closing statement		1	2	3	4	5

GROUP INTERACTION

Careful listening		1	2	3	4	5
Purposeful questioning		1	2	3	4	5
Equal participation		1	2	3	4	5

Equal division of the information/topic	1	2	3	4	5
Purposeful discussion that stays on the topic	1	2	3	4	5
Sense of shared responsibility	1	2	3	4	5

COMMENTS: