

SPEECH EVALUATION FORM
INFORMATIVE SPEECH

Speaker _____ Date _____

Rate the speaker on each point: E = Excellent (accomplished well), A = Average (accomplished), P = Poor (accomplished poorly / not accomplished).

TOPIC

Essential for the term topic	E	A	P
Unknown to majority of class	E	A	P
Non-controversial, verifiable	E	A	P

INTRODUCTION

Gained attention	E	A	P
Reveals topic/central idea	E	A	P
Explains importance to speaker/audience	E	A	P
Establishes credibility	E	A	P
Previews main points of body	E	A	P

BODY

Two to five main points clearly supporting central idea	E	A	P
Main points follow a consistent organizational principle	E	A	P
Ample and varied supporting materials supporting main points	E	A	P
Transitions between main points	E	A	P
Words and concepts clearly explained	E	A	P
Effective use of visual aids	E	A	P

CONCLUSION

Clear signal end of speech	E	A	P
Restates central idea	E	A	P
Summarizes main points	E	A	P
Impactful ending	E	A	P

LANGUAGE

Vivid and expressive language	E	A	P
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DELIVERY

Extemporaneous mode	E	A	P
Eye contact	E	A	P
Appropriate volume	E	A	P
Absence of vocalized pauses	E	A	P
Appropriate posture	E	A	P
Effective gestures	E	A	P
Appropriate rate of speech	E	A	P
Time limit observed	E	A	P