

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

Explains the term topic
problem (4)

E P

Throughout the course of the speech, you describe the social problem and all of the factors that result in its existence.

Unknown to majority of class (4)

E P

Relying on your own idea of “common sense” is unacceptable. Research must be used as the basis for your speech. Sources need to be cited in the presentation and references are required on the last slide of your presentation. You may only include a reference if it was specifically cited in the presentation. At least one reference is needed for each Main Idea.

Non-controversial, verifiable (4)

E P

All claims must be documented by a reliable source (e.g. academic journal, government record).

INTRODUCTION

Gained attention (2)

E A P

You “wake up” the audience and get them paying attention to you.

Central idea effectively stated (4)

E A P

You announce the existence of the social problem by name.

Explains importance to
speaker/audience (4)

E A P

This criterion evaluates the explanation of why this topic is important to you as a speaker and why it should also be important to the audience.

Establishes credibility (4)

E A P

For the sake of evaluation, credibility is understood as a statement that explains why you are well-suited to speak about your topic.

Previews main ideas of body (4)

E A P

The Body of a speech is composed of the Main Ideas which support the Central Idea. As previously indicated, the Central Idea is the explanation of a social problem. For this criterion, you must name two to five Main Ideas which are used to explain why the social problem exists. You aren't providing details about the Main Ideas here, you're only giving the audience a sense of what to expect by naming them.

BODY

Main Ideas (4)

E A P

The main ideas are the causes of the social problem. Provide details about 2-5 causes for the social problem. At least one citation must be used in the support of each cause.

Main ideas follow a consistent organizational principle (4)

E A P

You must use either a chronological or topical strategy for organization.

Ample and varied supporting materials supporting main ideas (4)

E A P

At least one source per Main Idea is required. A list of references on the last slide of the presentation is required.

Transitions between main ideas (4)

E A P

Each Main Idea must establish information that is important for understanding the next one.

Words and concepts clearly explained (4)

E A P

Definitions, Explanations, and Descriptions must be used where appropriate. At least one Explanation or Description must be used for each Main Idea. Definitions must be used for unfamiliar terms.

Effective use of visual aids (4)

E A P

Powerpoint is required and must follow the aesthetic guidelines presented in class.

CONCLUSION

Clear signal end of speech (2) E A P

Make a clear separation between the Body of the speech (presentation of the Main Ideas) and the Conclusion (the three items below).

Restates central idea (4) E A P

Reiterate the Central Idea (social problem).

Summarizes main ideas (4) E A P

Reiterate the Main Ideas by name and, in very simple terms, connect them to the Central Idea.

Impactful ending (4) E A P

An impactful ending for this speech would be a declarative statement that something needs to be done to address the problem.

LANGUAGE

Vivid and expressive language (4) E A P

For the purpose of evaluation, this is defined as vocal variety. If most of your words are voiced with the same volume, pitch, and timing, then you are speaking in monotone, which is unacceptable.

DELIVERY

Extemporaneous mode (4) E A P

(1) You are prepared with an outline; (2) You are not reading from your outline or a manuscript.

Eye contact (4) E A P

You are looking predominately at the audience (about 80% of the time).

Appropriate volume (4) E A P

Those sitting in the back row are able to hear you comfortably.

Absence of vocalized pauses (4) E A P

These refer to “umms,” “ahhs,” and other sound-bridges meant to buy time between words. You will be penalized for each set of ten pauses.

Appropriate posture (4)

E A P

Appropriate posture means standing up straight on two feet. (Exceptions will be granted at the Professor's discretion.)

Effective gestures (4)

E A P

Use your hands appropriately throughout your speech. Appropriate use of gestures constitutes "repeating," "substituting," "complementing," "emphasizing," or "regulating" your speech. Credit will be given for use of any single type of use or combination of uses so long as it is consistent throughout the speech.

Appropriate rate of speech (4)

E A P

Your pace is slow enough for the audience to understand and digest.

Time limit observed (2)

E A P

No less than 7 minutes and no more than 10 minutes.