
Speakers Name

Evaluator

Speech Title

Date

Manual assignment

The manual objectives for the speech are _____

The speaker's additional personal objectives are _____

Areas to consider in evaluation of speech

Overall effectiveness	Content	Presentation
Preparation <i>(Research, rehearsal, good use of time)</i>	Opening <i>(Clearly defined, attention getting, led into topic)</i>	Voice <i>(Volume, variety)</i>
Speech value <i>(Original, interesting, clear message)</i>	Body of speech <i>(Logical flow, easy to follow, structured organisation)</i>	Language <i>(Appropriate to topic and audience, grammar)</i>
Audience reception <i>(Relevance, understanding, response)</i>	Support material <i>(Facts, examples, illustrations, humour used to enhance speech)</i>	Appearance <i>(Appropriate for occasion and audience)</i>
Manual assignment <i>(Met project objectives)</i>	Transitions <i>(Natural, easy to follow)</i>	Manner <i>(Confidence, assurance, sincerity, enthusiasm)</i>
Personal objectives <i>(Achieved aims)</i>	Conclusion <i>(Effective)</i>	Physical <i>(Gestures, body movements, eye contact, facial expressions)</i>

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