**Evaluating (the delivery of) a speech**

1. Introduction:

- Did it capture attention & interest? (How was it done? > joke / quote / question / story / statistics / …)

- Was the topic introduced clearly?

2. Body:

- Were the main points clear?

- Were the main points supported?

- Were the main points logically presented?

- Were the transitions between main points clear & effective?

3. Conclusion:

- Was the transition to the end of the speech signaled?

- Was there a summary of principal points?

- Was there an effective close? (How was it done? > call to action / appeal / outlook / quote / …)

4. Language

- Was the register used appropriate for the topic & the target group / audience?

- Was the language (vocab & syntax) varied?

- Were there any rhetorical devices employed for effect? (Which?)

> Were there any major mistakes (disturbing the communication)?

5. Delivery

- Was there good use of eye contact?

- Were the body language (posture & gesture) and facial expressions controlled & effective?

- Was the speaking rate flexible & effective?

- Was the speaking volume appropriate & varied?

- Was there fluency, an absence of fillers like 'ahs' & 'ums'?

- Was vocal variety used, changes in pitch & tone, & good use of pausing?

- Did the speaker show enthusiasm for the topic?

- Was the speech delivered rather freely or dependent on notes?

> Was the pronunciation correct?

6. Overall Evaluation

- Did the speaker achieve the assignment's purpose?

- Was the topic researched?

- Were the audience interested?

- Was the speech completed within the time limit?

The most common is a **5 point scale**:

1. **P** (poor)
2. **F** (fair)
3. **A** (average)
4. **G** (good)
5. **E** (excellent)