**Evaluation Form for Speech 2**

**Informative Speech**

Speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_

4 = Excellent 3 = Competent 2 = Needs Improvement 1 = Insufficient 0 = Did Not Do

**Introduction**

4 3 2 1 0 Captures attention and interest

4 3 2 1 0 Provides a reason to listen

4 3 2 1 0 Introduces a clear thesis and specific purpose

4 3 2 1 0 Credibility is established

4 3 2 1 0 Preview of main points

**Body**

4 3 2 1 0 Speech is adapted to the audience’s interests, knowledge, and attitudes

4 3 2 1 0 Organizational logic or pattern make sense

4 3 2 1 0 Main points are clearly identified

4 3 2 1 0 Transitions with internal summaries are evident and effective

4 3 2 1 0 Evidence of research and support material

4 3 2 1 0 Used acceptable reasoning to present new information

**Delivery**

4 3 2 1 0 Poised and confident

4 3 2 1 0 Professional appearance and appropriate attire

4 3 2 1 0 Delivery is extemporaneous (Conversational, did not read)

4 3 2 1 0 Effective use of voice (not monotone, too soft, too fast, etc.)

4 3 2 1 0 Language and grammar are appropriate

4 3 2 1 0 Maintained eye contact with audience

4 3 2 1 0 Effective nonverbal communication (gestures, visual aid, etc.)

4 3 2 1 0 Freedom from distractions (pacing, swaying, fidgeting, “um,” “ok”)

**Conclusion**

4 3 2 1 0 Signals the end of the speech

4 3 2 1 0 Reaffirms main points

4 3 2 1 0 Reinforces the specific purpose

4 3 2 1 0 Vivid and memorable closure

**Topic Choice and Guidelines**

4 3 2 1 0 Topic meets assignment

4 3 2 1 0 Communicated enthusiasm for topic

\_\_\_\_\_\_ Sources cited **( ) ( ) ( ) ( ) ( )**  \_\_\_\_\_\_ / 100 Points

\_\_\_\_\_\_ Observes 5-8 minute time limit

Final score may be deducted up to 5 points for going over or under one minute and up to

10 points for going over or under two minutes

**Evaluation Form for Speech 2 Outline**

**Informative Outline**

1 = Excellent 0.75 = Competent 0.5 = Needs Improvement 0 = Did Not Do

**Purpose**

\_\_\_\_\_ Expresses the intention of the speaker in terms of the audience

**Introduction**

\_\_\_\_\_ Attention-getter

\_\_\_\_\_ Reason to listen

\_\_\_\_\_ Thesis

\_\_\_\_\_ Credibility Statement

\_\_\_\_\_ Preview of main points

**Body**

\_\_\_\_\_ Follows the rules of formal outlining by indenting correctly

\_\_\_\_\_ Follows the rules of formal outlining by using appropriate numbers and letters

\_\_\_\_\_ The main points provide logical and compelling support that further the thesis

\_\_\_\_\_ The sub-points represent well thought-out examples, reasons, or arguments

\_\_\_\_\_ One sentence per point

\_\_\_\_\_ All sources are cited in the text of the outline

\_\_\_\_\_ Follows an organizational pattern

**Transitions**

\_\_\_\_\_ Transitions are used between each main point of the speech

**Conclusion**

\_\_\_\_\_ Reaffirms main points

\_\_\_\_\_ Restates thesis

\_\_\_\_\_ Stresses the importance of the topic through a final statement (a clincher) that leaves a

lasting impression in the minds of the listeners

**Grammar**

\_\_\_\_\_ Complete sentences are used throughout the outline

\_\_\_\_\_ Free of spelling and

\_\_\_\_\_ Free of grammatical errors

**Reference Page** (5 Points)

\_\_\_\_\_ Lists all sources cited in the body of the outline and contains the required number of

sources using APA format

\_\_\_\_\_\_\_\_ / 25 Points