

INFORMATIVE SPEECH GRADING FORM

Name: _____

Speech Topic: _____

Instructor Feedback:

Speech Delivery:

CONTENT	COMMENTS	POINTS POSSIBLE
TOPIC Clear General/Specific Purpose Effective Introduction & Conclusion Thesis Easy to Identify & Follow Effective Transitions		/20
SUPPORT Verbal Citations Sufficient (minimum 3) Reliable, credible, valid		/25
TIMING 4 - 6 minutes (5 pt. deduction for every 30 seconds over/under limit)		/20
DELIVERY		
BODY MOVEMENT Appearance & posture Gestures? Movements		/10
EYE CONTACT & FACIAL EXPRESSIONS Look directly at audience Appropriate facial expressions Avoid looking at presentation		/15
VOICE Sufficient volume Vocal Variation Fluency Rate Conversational Tone		/10
SPEECH DELIVERY TOTAL		/100

Outline:

CONTENT	COMMENTS	POINTS POSSIBLE
TOPIC Clear general and specific purpose 4-point Introduction & 2-point conclusion Significant and well-organized thesis Includes effective transitions		/20
SUPPORT APA format Minimum 3 citations Citations appear in body of speech <i>and</i> on Works Cited page Variety of support types (e.g. testimony, facts, statistics, etc.)		/20
FORMAT Uses symbols and indentation Outlines contain all necessary elements		/10
OUTLINE TOTAL		/50

Presentation Aid:

CONTENT	COMMENTS	POINTS POSSIBLE
CLARITY Aid is clear and easy to understand Aid emphasizes key ideas Aid uses a variety of image types Aid is appropriate for audience and speaking situation		/16
FORMAT Avoids excessive clutter Photographs, drawings, simple charts, and graphs illustrate key points Images and text large enough to be seen easily from back of room		/9
PRESENTATION AID TOTAL		/25

Delivery Total: _____

Outline Total: _____

Presentation Aid Total: _____