

# EVALUATION GUIDE FOR **HOW TO SAY IT**

Title \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Note to the Evaluator:** The speaker is to use words and arrangements of words that effectively communicate his or her message to the audience. The speaker should select clear, accurate, descriptive and short words and choose verbs that convey action. Sentence and paragraph construction should be simple and short. The speaker needs to include rhetorical devices, avoid jargon and unnecessary words, and use correct grammar. The speech must have a clear purpose and be appropriately organized. Please complete the evaluation form below by checking the appropriate column for each item.

	EXCELLENT	SATISFACTORY	COULD IMPROVE	COMMENTS / SUGGESTIONS
▶ Was the speech topic appropriate for this particular assignment?	_____	_____	_____	
▶ Did the speaker use simple, short, and clear words?	_____	_____	_____	
▶ Did the speaker use vivid, descriptive words that created mental images?	_____	_____	_____	
▶ Did the speaker use words that had more than one meaning or were inaccurate?	_____	_____	_____	
▶ Were the speaker's sentences short, simple, and understandable?	_____	_____	_____	
▶ Did the speaker use rhetorical devices to enhance his or her ideas?	_____	_____	_____	
▶ Did the speaker avoid jargon and unnecessary words?	_____	_____	_____	
▶ Did the speaker use proper grammar and pronunciation?	_____	_____	_____	
▶ Was the speech purpose clear?	_____	_____	_____	
▶ Was the speech effectively organized?	_____	_____	_____	
▶ What could the speaker have done differently to make the speech more effective?				
▶ What did you like about the speech?				