_____ SPEAKER'S NAME	_____ SPEECH TITLE
_____ MANUAL	_____ EVALUATOR
_____ PROJECT / ASSIGNMENT	_____ DATE

CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
PREPARATION *(Research, organization, rehearsal)*	1 2 3 4 5	
SPEECH VALUE (*Original, interesting*)	1 2 3 4 5	
MANUAL ASSIGNMENT (*Met project objectives)*	1 2 3 4 5	
OPENING (*Attention-getting, led into topic*)	1 2 3 4 5	
BODY OF SPEECH (*Logical flow, pints supported by examples*)	1 2 3 4 5	
TRANSITIONS (*Smooth, easy to follow*)	1 2 3 4 5	
CONCLUSION (Effective)	1 2 3 4 5	
VOICE (*Volume, variety*)	1 2 3 4 5	
LANGUAGE (*Appropriate to topic and audience)*	1 2 3 4 5	
APPEARANCE (Appropriate for occasion and audience)	1 2 3 4 5	
MANNER (*Confidence, assurance, sincerity, enthusiasm*)	1 2 3 4 5	
PHYSICAL ACTIONS (*Gestures, body movements, eye contact, facial expression*)	1 2 3 4 5	
OTHER _____ (*specify*)	1 2 3 4 5	
OTHER _____ (*specify*)	1 2 3 4 5	

Individual Speech Evaluation Form

How To Use The Evaluation Form

   This form contains 12 separate evaluation categories, plus room for you to add additional categories, if appropriate. Each category is followed by a five-point rating scale and space for you to provide specific recommendations for improvement.

   Rate the speaker from one to five in each category, using the guide given below. Then, add your recommendations for improvement.

   NOTE: Don't attempt to make recommendations for every category. Simply select those categories in which improvement is both warranted and possible. Ask yourself, "In which category or categories can this speaker make the greatest amount of overall improvement in his or her next speech?"

   If using this form as a basis for an oral evaluation, also select those categories in which the speaker scored highest, and recognize the speaker's strengths.

Rating Guide

   Use this guide when assigning numerical ratings to the categories on the evaluation form:

   1 = EXCELLENT; worthy of special praise and recognition

   2 = VERY GOOD; the speaker's ability in this category is above average for his/her level of experience

   3 = ACCEPTABLE; the speaker's performance in this category is satisfactory

   4 = SHOULD IMPROVE; the speaker should work to improve his/her performance in this category

   5 = MUST IMPROVE; the speaker's performance in this category is a barrier to effective communication and requires immediate attention.