

Evaluator \_\_\_\_\_

**Demonstration Speech**

Name \_\_\_\_\_ Topic \_\_\_\_\_

Instructions: Each category will be rated on a scale of 1–5: 1-poor, 2-fair, 3-good, 4-very good, 5-excellent.

Within each category, individual requirements are to be rated with a + or –.

**I. SPECIFIC ASSIGNMENT CRITERIA**

1 2 3 4 5

- \_\_\_\_\_ Speech met the 3- to 5-minute time limit.
- \_\_\_\_\_ Speech met criteria for a demonstration speech.
- \_\_\_\_\_ Visual aid was used.
- \_\_\_\_\_ Speech was presented in outline form.

**II. ANALYSIS**

1 2 3 4 5

- \_\_\_\_\_ Speaker adhered to general and specific speech purposes.
- \_\_\_\_\_ Speech was narrow enough to be fully developed and handled adequately in time allotted.
- \_\_\_\_\_ Topic was appropriate for demonstration development.
- \_\_\_\_\_ Topic was appropriate for the audience.

**III. SUPPORTING MATERIALS**

1 2 3 4 5

- \_\_\_\_\_ Visual aids were appropriate.
- \_\_\_\_\_ Visual aids were used correctly.
- \_\_\_\_\_ Speech utilized sufficient clarifying materials (i.e., examples, illustrations, etc.).

**IV. ORGANIZATION (× 2)**

1 2 3 4 5

Introduction was properly developed:

- \_\_\_\_\_ Gained audience attention and created interest.
- \_\_\_\_\_ Oriented audience to the speech.
- \_\_\_\_\_ Included a clear and precise thesis statement.
- \_\_\_\_\_ Major ideas were forecast.
- \_\_\_\_\_ Organization of the speech was clear and easy to follow.
- \_\_\_\_\_ Transitions provided necessary links between ideas.
- \_\_\_\_\_ Speech utilized appropriate signposts and internal summaries.

Conclusion was developed properly:

- \_\_\_\_\_ Summarized the speech content.
- \_\_\_\_\_ Provided a link back to introductory comments.
- \_\_\_\_\_ Provided an idea for the audience to remember.

V. DELIVERY TECHNIQUES

1 2 3 4 5

- \_\_\_\_\_ Stance and posture were appropriate.
- \_\_\_\_\_ Eye contact was appropriate.
- \_\_\_\_\_ Facial expressions helped to convey/clarify ideas.
- \_\_\_\_\_ Gestures added emphasis and description.

Vocal delivery was effective:

- |                            |                             |
|----------------------------|-----------------------------|
| _____ Appropriate volume   | _____ Appropriate rate      |
| _____ Conversational style | _____ Enthusiastic          |
| _____ Clear enunciation    | _____ Uses pauses correctly |
| _____ Vocal variety        | _____ Fluent delivery       |

VI. WORD USAGE/LANGUAGE

1 2 3 4 5

- \_\_\_\_\_ Language was direct and made the speaker's point clearly.
- \_\_\_\_\_ Words were used appropriately.
- \_\_\_\_\_ Grammar was appropriate.
- \_\_\_\_\_ Word pronunciations were correct.
- \_\_\_\_\_ Language was suitable for the audience.

COMMENTS AND SUGGESTIONS FOR IMPROVEMENT:      TOTAL SCORE \_\_\_\_\_

Purpose Statement

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