

Evaluator _____

Informative Speech

Name _____

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 4- to 6-minute time limit.
 _____ Speech met criteria for an informative speech.
 _____ Speech was presented in outline form.
 _____ Speech showed evidence of research.

II. ANALYSIS

1 2 3 4 5

- _____ Speech 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 an informative speech.
 _____ Topic was appropriate for the audience.

III. SUPPORTING MATERIALS

1 2 3 4 5

- _____ Speech utilized sufficient clarifying materials (i.e., examples, illustrations, etc.)
 _____ Speech utilized a variety of supporting materials.
 _____ Sources were identified where necessary.
 _____ Visual aids, if used, were appropriate and used correctly.

IV. INTRODUCTION AND CONCLUSION

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.

Conclusion was developed properly:

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

V. INTERNAL ORGANIZATION

1 2 3 4 5

- _____ Organization of the speech (overall) was clear and easy to follow.
- _____ Transitions provided necessary links between ideas.
- _____ Speech utilized appropriate signposts and internal summaries.
- _____ Organizational pattern was appropriate for topic and type of speech.

VI. 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 | _____ Used pauses correctly |
| _____ Vocal variety | _____ Fluent delivery |

VII. 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 _____

