

Sample Speech Evaluation Form

E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Category:	Comments:	E	S	N	U
Organization (20%) - Introduction - Main points - Conclusion - Transitions					
Language (10%) - Writing for speaking/fluency - Creative/memorable wording - Concrete/descriptive wording - Slang/jargon - Listenability of speech					
Material (20%) - Oral citations - Content relevance to topic - Source credibility - Novelty of sources - Balance of supporting material					
Analysis (15%) - Relevance in introduction - Relevance in body - Proximity of relevance - Progression of ideas					
Delivery (20%) Nonverbal - Eye contact - Gestures/movement - Facial expressions Verbal - Vocal variety - Verbal fillers - Articulation					
Time:	Outline (15%)	Total Grade:			

*Note: Find an editable version of this evaluation sheet at:
<http://www.eiu.edu/learninggoals/speaking.php>*