



Date:	Name:	Assignment #:	Title of Speech:	
Category	Some Points to Consider		Well Done! ★★★	Point for Improvement
H A N D S	<b>Voice</b>	Well modulated; Free of monotony; Varied in vocal pitch; Proper emotional register expressed; Emotional; Sincere		
	<b>Articulation</b>	Clear; Audible; Voice un-muted; Precise without pretense; Good/brisk speaking rate & pronunciation		
	<b>Language</b>	Clear; Simple & unaffected Standard English in "oral" style (active vs. passive); Appropriate to topic; Vivid imagery		
	<b>Appearance</b>	Appropriate for occasion & audience; Added effects to speech		
	<b>Poise</b>	Control of nerves; Confident; Sincere; Enthusiastic; Professional; Conviction; Eye Contact; Posture;		
	<b>Body Language</b>	Effective; Natural use of gestures, facial expressions; Body movements not distracting; Animation		
	<b>Visuals Props, Handouts</b>	Use of visual aids appropriate to the topic; Neat and easy to see; Good variety; Covers the important points concisely; Accompanied by an informed & interesting explanation		
H E A D	<b>Preparation</b>	Research; Organization; Good understanding of the topic; Well rehearsed, does not read, almost no notes; Without time gaps		
	<b>Objectives Met</b>	Achievement of purpose; Met project objectives; Ideas adapted & appropriate to assignment, audience & occasion		
	<b>Body of Speech</b>	Logical flow; Central idea & purpose significant; Clear; Properly focused; Satisfying, sufficient coverage of topic (too much, too little); Reasoning sound & meaningful		
	<b>Organization</b>	Unity apparent—beginning, middle, end; Easy to follow; Ideas & supporting material combined thoughtfully for effect with smooth transitions; ample signposts to aid listener Comment on marriage of structure/ content: (Simple Format -1, 2, 3; Good, Better, Best; Plus/Minus (Pros/Cons); Past, Present, Future; The 'Yes...But' Anecdotal, etc.)		
H E A R T	<b>Opening</b>	Attention-getting "Zinger"; Meaningful; Leads into topic; Previews content, logic & organization of speech		
	<b>Conclusion</b>	Rousing; Effective; Climactic; Dynamic, Reinforces main claim of speech, Provides closure; Satisfying		
	<b>Supporting Material</b>	Used to add interest, clarify/prove a point, make points memorable, build credibility, surprise, educate; (accurate, relevant, specific, sufficient, interesting);		
	<b>Speech Value</b>	Original; Interesting; Relevant; Meaningful; Evocative; Humorous; Memorable		
General comments				