

Name: \_\_\_\_\_

Date/Type: \_\_\_\_\_

Point total/grade(100)

3 to 5 minutes

## SPECIAL-OCCASION SPEECH EVALUATION SHEET

**SCALE:** 5=Excellent 4=Very Good 3=Average 2=Below Average 1=Inadequate

### ORGANIZATION

- \_\_\_\_\_ Introduction was suitably attention-getting.
- \_\_\_\_\_ Introduction had strong and complete thesis.
- \_\_\_\_\_ Introduction had strong and clear audience relevance and speaker credibility.
- \_\_\_\_\_ Major points were clear and suitable for the occasion.
- \_\_\_\_\_ Speaker used effective transitions between major points.
- \_\_\_\_\_ Conclusion: contained effective last words heard.

### CONTENT

- \_\_\_\_\_ Did the speaker provide any necessary background information the audience might need?
- \_\_\_\_\_ Was the content appropriate for the occasion?
- \_\_\_\_\_ Did the speaker consider the audience's interests, needs, and expectations for the occasion?

### LANGUAGE

- \_\_\_\_\_ Did the speaker choose words that created a tone appropriate for the particular occasion? Was the speaker's attitude right for the occasion?
- \_\_\_\_\_ Did the speaker use words that the audience could understand?
- \_\_\_\_\_ Did the speaker use correct grammar and effective sentence structure?

### DELIVERY

- \_\_\_\_\_ Did the speaker appear confident and well-prepared?  
(*enthusiasm, poise, professionalism, dressed appropriately*)
- \_\_\_\_\_ Was the speaker easy to hear and understand? (*volume & enunciation*)
- \_\_\_\_\_ Did the speaker use effective vocal variety and gestures?
- \_\_\_\_\_ Was the pace/rate appropriate?
- \_\_\_\_\_ Avoidance of fidgeting behaviors
- \_\_\_\_\_ Avoidance of filler words

#### *Eye contact:*

- \_\_\_\_\_ Adequate Amount
- \_\_\_\_\_ Full Audience Sweep
  
- \_\_\_\_\_ Correct Delivery format (*extemporaneous/note cards/manuscript etc.*)

\_\_\_\_\_ **TIME LIMIT:** \_\_\_\_\_