

Evaluator's Report

Speaker's Name

Evaluator

Manual and Assignment

Date

Speech Title

Category	Rating <i>(circle one)</i>	Recommendations for Improvement
Preparation <i>(Research, organization, rehearsal)</i>	1 2 3 4 5	
Speech Value <i>(Original, interesting)</i>	1 2 3 4 5	
Manual Assignment <i>(Met project objectives)</i>	1 2 3 4 5	
Opening <i>(Attention-getting, led into topic)</i>	1 2 3 4 5	
Body of Speech <i>(Logical flow, points supported by examples)</i>	1 2 3 4 5	
Transitions <i>(Smooth, easy to follow)</i>	1 2 3 4 5	
Conclusion <i>(Effective)</i>	1 2 3 4 5	
Voice <i>(Volume, variety)</i>	1 2 3 4 5	
Language <i>(Appropriate to topic and audience)</i>	1 2 3 4 5	
Appearance <i>(Appropriate for occasion and audience)</i>	1 2 3 4 5	
Manner <i>(Confidence, assurance, sincerity, enthusiasm)</i>	1 2 3 4 5	
Physical Actions <i>(Gestures, body movements, eye contact, facial expression)</i>	1 2 3 4 5	