

Informative Speech Evaluation Form

Instructor: Mark J. Grossman

Speaker Name: _____

Title/Topic: _____

Date: _____ Section: _____ Time: _____

Evaluator: ☐ Instructor ☐ Student Total Points: _____

Introduction and Conclusion (20)

- _____ (5) Specific purpose of the speech clear? ← **Thesis**
_____ (5) Main points previewed? ←
_____ (5) Intro arouse interest and preview the message?
_____ (5) Did the conclusion help remember the speech?
_____ (Optional) Were transitions used to tie the speech together effectively?

Substance (20)

- _____ (10) Speaker seem to do sufficient research?
_____ (10) Main ideas supported with reliable information?

Overall Presentation and Delivery (40)

- _____ (8) Language clear, simple, and direct?
_____ (8) Speech presented extemporaneously and notes used sparingly?
_____ (8) Speaker present the topic enthusiastically?
_____ (8) Presentation aids integrated into the presentation?
_____ (8) Verbal citations used (at least once for each main point)

Deliverables (20)

- _____ (5) Bibliography/Works Cited
_____ (5) Speech Proposal
_____ (5) Outline
_____ (5) Graphics Print-Out

Other

Points may be taken off for below

Not typed ☐

No copy for professor ☐

Late for class ☐

Deliverables missing ☐

Suggestions/Comments:
