

Objectives: Select an appropriate outline which allows listeners to easily follow and understand your speech. Make your message clear, with supporting material directly contributing to that message. Use appropriate transitions when moving from one idea to another. Create a strong opening and conclusion.

Evaluation Guide for Organize Your Speech	5 – 7 Minutes
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Title _____

Evaluator _____ Date _____

NOTE TO THE EVALUATOR: *The speaker is to present a talk that is organized in a manner that leads the audience to a clearly defined goal. The speech includes a beginning, a body and a conclusion; major facts or ideas; and appropriate support materiel, with smooth transitions between the facts and ideas. In addition to your verbal evaluation, please complete this evaluation form by rating the speech in each category and offering comments or specific recommended action where warranted.*

- 5 = Excellent
- 4 = Above average for the speaker’s experience level
- 3 = Satisfactory
- 2 = Could improve
- 1 = Needs attention

CATEGORY	RATING	COMMENTS/SUGGESTIONS
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|---|------------------|--|
| <ul style="list-style-type: none"> • Speech Value
(Interesting, meaningful to audience) | 5 4 3 2 1 | |
| <ul style="list-style-type: none"> • Preparation
(Research, rehearsal) | 5 4 3 2 1 | |
| <ul style="list-style-type: none"> • Organization
(Logical, clear) | 5 4 3 2 1 | |
| <ul style="list-style-type: none"> • Opening
(Attention –getting, led into topic) | 5 4 3 2 1 | |
| <ul style="list-style-type: none"> • Body
(Flowed smoothly, appropriate support material) | 5 4 3 2 1 | |
| <ul style="list-style-type: none"> • Conclusion
(Effective) | 5 4 3 2 1 | |
| <ul style="list-style-type: none"> • Transitions
(Appropriate, helpful) | 5 4 3 2 1 | |

- What could the speaker have done differently to make the speech more effective?

- What did you like about the presentation?