

Objectives: Select a speech topic and determine its general and specific purposes. Organize the speech in a manner that best achieves those purposes. Ensure the beginning, body and conclusion reinforce the purposes. Project sincerity and conviction and control any nervousness you may feel. Strive to not use notes.

**Evaluation Guide for
Get to the Point**

5 – 7 Minutes

Title _____

Evaluator _____ Date _____

NOTE TO THE EVALUATOR: *The speaker is to prepare a speech that has a clear general purpose (to inform, persuade, entertain or inspire) and a specific purpose. The speech is to be organized in a manner that best achieves these purposes. The speaker is to project sincerity and conviction and strive not to use notes. Any nervousness displayed should be minimal. In addition to your verbal evaluation, please complete the evaluation form below by rating the speech in each category.*

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

CATEGORY	RATING	COMMENTS/SUGGESTIONS
• The general purpose of the speech was clear.	5 4 3 2 1	
• The specific purpose of the speech was clear.	5 4 3 2 1	
• The speech organization supported the speech’s specific purpose	5 4 3 2 1	
• The main points and supporting material contributed to the speech’s specific purpose.	5 4 3 2 1	
• The beginning, body and conclusion reinforced the specific purpose.	5 4 3 2 1	
• The speaker achieved the specific purpose.	5 4 3 2 1	
• The speaker appeared confident and sincere, with minimal nervousness.	5 4 3 2 1	
• The speaker did not rely on notes throughout the speech.	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?		