

Objectives: Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly. Use rhetorical devices to enhance and emphasize ideas. Eliminate jargon and unnecessary words. Use correct grammar.

**Evaluation Guide for
How to Say It**

5 – 7 Minutes

Title _____

Evaluator _____ Date _____

NOTE TO THE EVALUATOR: *The speaker is to use words and arrangements of words that effectively communicate his or her message to the audience. The speaker should select clear, accurate, descriptive and short words and choose verbs that convey action. Sentence and paragraph construction should be simple and short. The speaker needs to include rhetorical devices, avoid jargon and unnecessary words and use correct grammar. The speech must have a clear purpose and be appropriately organized. Please complete the evaluation form below by checking the appropriate column for each item.*

Category	Excellent	Satisfactory	Could Improve	Comments/ Suggestions
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- Was the speech topic appropriate for this particular assignment? _____
- Did the speaker use simple, short and clear words? _____
- Did the speaker use vivid, descriptive words that created mental images? _____
- Did the speaker use words that had more than one meaning or were inaccurate? _____
- Were the speaker’s sentences short, simple and understandable? _____
- Did the speaker use rhetorical devices to enhance his or her ideas? _____
- Did the speaker avoid jargon and unnecessary words? _____
- Did the speaker use proper grammar and pronunciation? _____
- Was the speech purpose clear? _____
- Was the speech effectively organized? _____
- What could the speaker have done differently to make the speech more effective?
- What did you like about the presentation?