**Sample Speech Evaluation Form**

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| **Category:** | **Comments:** | **E** | **S** | **N** | **U** |
| Organization (20%)- Introduction - Main points - Conclusion - Transitions  |  |  |  |  |  |
| Language (10%)- Writing for speaking/fluency- Creative/memorable wording- Concrete/descriptive wording- Slang/jargon- Listenability of speech |  |  |  |  |  |
| Material (20%)- Oral citations - Content relevance to topic- Source credibility - Novelty of sources- Balance of supporting material |  |  |  |  |  |
| Analysis (15%)- Relevance in introduction- Relevance in body - Proximity of relevance- Progression of ideas |  |  |  |  |  |
| Delivery (20%)Nonverbal - Eye contact- Gestures/movement- Facial expressionsVerbal - Vocal variety- Verbal fillers- Articulation  |  |  |  |  |  |
| Time: | Outline (15%)  | Total Grade: |

**E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory**

Note: Find an editable version of this evaluation sheet at: <http://www.eiu.edu/learninggoals/speaking.php>