**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 expressions  Verbal  - 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>