

SPEECH EVALUATION SHEET

SPEAKER _____ DATE _____ LENGTH _____ SCORE _____

SPEECH'S TITLE _____ TEACHER _____

SCORING: A speech somewhere between **5** and **3** earns a **4**; a speech between **3** and **1** earns a **2**.

CONTENT SCORE _____

ADVANCED (5 POINTS)

- *The speaker demonstrates a thorough understanding of the topic.
- * The speaker anticipates your questions and addresses them, clearly adapting the content by adding explanations as necessary.

ADEQUATE (3 points)

- *The speaker provides just enough content to meet the requirements of the task.
- * The speaker uses words, concepts, and arguments which are appropriate for the knowledge of a general audience.

MINIMAL (1 point)

- *The speaker actually says very little that is not common knowledge, includes some irrelevant content, or wanders off the topic.
- * The speaker uses words and concepts which are inappropriate for the knowledge and experiences of the listener (e.g. slang jargon, technical language).

DELIVERY SCORE _____

ADVANCED (5 points)

- *The volume varies to add emphasis and interest, sounding sincere and/ or enthusiastic.
- * The rate varies and pauses are used to add emphasis and interest.
- * Pronunciation and enunciation are very clear. The speaker uses very few filler phrases such as "ah" or "uhm".
- * The speaker maintains good eye contact with a wide selection of the audience.
- * The speaker uses appropriate gestures and maintains good posture.

ADEQUATE (3 points)

- * The volume is not too low or too loud.
- * The rate is not too fast or too slow. Pauses are not too long or at inappropriate spots.
- * The pronunciation and enunciation are clear. The speaker uses a few filler phrases, such as "ah" or "uhm".
- * The speaker has some eye contact, but tends to focus on only a few people in the audience.
- * The speaker occasionally resorts to nervous gestures, such as leading on one foot or fiddling with the hair.

MINIMAL (1 point)

- *The volume is too low or too loud.
- *The rate is too fast or too slow. Pauses are too long or at inappropriate spots.
- *The pronunciation and enunciation are unclear. The speaker uses many filler phrases, such as "ah" or "uhm".
- *The speaker has very little eye contact with the audience, focusing more on his/her notes or on an inanimate object such as a wall or the podium.
- *The speaker allows his/her nervousness to distract from the speech.

ORGANIZATION SCORE _____

ADVANCED (5 points)

- *The message has an attention-grabbing introduction that clearly identifies the topic and the primary purpose of the speech.
- *The message flows so smoothly from one idea to the next with such effective transitions that you are hardly aware of the organization.
- *The message progresses logically, building its argument to a logical conclusion.

ADEQUATE (3 points)

- *The message has an introduction that identifies the topic and purpose, but not in any particularly attention-grabbing way.
- *The message is organized so that you do not have difficulty understanding the mayor points.
- *The message has a conclusion, but rather than being logical arrival, is more of a restatement of the introduction.

MINIMAL (1 point)

- *The message has a very weak introduction that may identify the topic, but does not clearly identify the point the speech is trying to make.
- *The message seems to ramble without a clear direction or seems to jump back and forth.
- *The message ends abruptly as if the speaker is uncertain how to conclude. The speaker may say such things as: "Well that's it" or "That's all I have to say."

LANGUAGE SCORE _____

ADVANCED (5 points)

- *The speaker makes very few grammatical mistakes, if any at all.
- * The speaker deliberately uses language to enhance his/her message, such as specific nouns and verbs, metaphors and similes, and humor.

ADEQUATE (3 points)

- *The speaker makes some grammatical mistakes.
- *The speaker uses appropriate language for the purpose of the speech.

MINIMAL (1 point)

- *The speaker makes many grammatical mistakes.
- The speaker either uses inappropriate language that causes offense or uses very simplistic language that nearly puts you to sleep.

APPEARANCE: _____ Dressed appropriately for a formal speech _____ Dressed casually, but neatly _____ Dressed sloppily

Rubric adapted from the Massachusetts Department of Education Assessment of Basic Skills, Speaking Assessment Rating Guide.