

INFORMATIVE SPEAKING/PRESENTATIONS

EVALUATION FORM (See Attached Rubrics)

Speaker _____ Topic _____ Date _____

4 = Excelling	3 = Proficient	2 = Developing	1 = Attempting	0 = Not Evident	N=Not Applicable
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INTRODUCTION

- ④ ③ ② ① ① ① 1. Began speech with original & effective attention-getter
- ④ ③ ② ① ① ① 2. Related the topic to the audience; told why we should care about the topic
- ④ ③ ② ① ① ① 3. Stated the credibility of the speaker
- ④ ③ ② ① ① ① 4. Gave a concise thesis statement & previewed the main points of the speech
- ④ ③ ② ① ① ① 5. Transitioned smoothly to the body of the speech

BODY

- ④ ③ ② ① ① ① 6. Speech reflected assigned purpose (informative)
- ④ ③ ② ① ① ① 7. Speech was organized, fluid, & coherent
- ④ ③ ② ① ① ① 8. Used sufficient research to convey credibility and give supporting evidence to the main points
- ④ ③ ② ① ① ① 9. Cited an appropriate & varied amount of credible resources
- ④ ③ ② ① ① ① 10. Used smooth and coherent transitions from one point to the next

CONCLUSION

- ④ ③ ② ① ① ① 11. Transition avoided announcing the conclusion (e.g. "So, in conclusion)
- ④ ③ ② ① ① ① 12. Reviewed the main points of the speech
- ④ ③ ② ① ① ① 13. Left a lasting impression at end of speech with closure statement(s)

PHYSICAL DELIVERY

- ④ ③ ② ① ① ① 14. Used strong, direct eye contact with each member of the audience 80-100% of the time
- ④ ③ ② ① ① ① 15. Consistently used facial expressions that conveyed appropriate meaning
- ④ ③ ② ① ① ① 16. Consistently used natural & varied gestures that complimented & extended the message
- ④ ③ ② ① ① ① 17. Posture communicated enthusiasm & confidence, & effectively extended the message
- ④ ③ ② ① ① ① 18. Used appropriate & controlled movement throughout at meaningful times
- ④ ③ ② ① ① ① 19. Audio/Visual & Multi-media aid(s) were presented smoothly and at appropriate times
- ④ ③ ② ① ① ① 20. Speech appeared extemporaneous, though rehearsed (not memorized or read)

VOCAL DELIVERY

- ④ ③ ② ① ① ① 21. Used expressive, grammatically correct, & unbiased language appropriate to audience
- ④ ③ ② ① ① ① 22. Consistently used an appropriate pace & pauses where message was understood
- ④ ③ ② ① ① ① 23. Was heard throughout and varied the pitch and volume to effectively extend the message
- ④ ③ ② ① ① ① 24. Articulated all sounds correctly, facilitating meaningfulness of the message
- ④ ③ ② ① ① ① 25. Pronounced all words correctly, including jargon & foreign language

Time: _____ (Penalty? _____)

Score: _____ /100

Evaluator: _____

Comments: _____

RUBRIC for **PHYSICAL DELIVERY (Kinesics)** of Speeches, Presentations & Performances

	4 Excelling	3 Proficient	2 Developing	1 Emerging	0 Not Evident
Eye Contact	Speaker has strong, direct eye contact with each member of the audience 80-100% of time	Speaker has strong, direct eye contact with each member of the audience 50-80% of time	Eye contact is attempted, but not with each member of the audience	There is little eye contact with the audience	There is no eye contact with the audience
Facial Expression	Speaker consistently uses facial expressions that consistently and appropriately convey meaning	Facial expressions sometimes convey appropriate meaning	Facial expressions are mostly neutral and convey little meaning	Facial expressions are inappropriate to the message	Speaker's face is void of expression
Gestures	Speaker consistently uses natural and varied gestures that effectively compliment and extend the message	Speaker uses some natural and varied gestures that effectively compliment the message	Speaker uses too few or too many gestures that may distract audience	Gestures are inappropriate or repetitive which may distract audience	Speaker uses no gestures
Posture	Speakers posture communicates enthusiasm and confidence, and effectively extends the message	Posture communicates enthusiasm or confidence	Posture is nondescript	Posture is stiff or slovenly	Posture is in-appropriate
Movement and Body Control	Speaker uses appropriate & controlled movement throughout at meaningful times	Speaker moves appropriately at times	Movement is minimal or robotic	Speaker consistently paces or fidgets	Speaker does not move
Audio/Visual Multi-Media Aid(s) Handling	Audio/visual & Multi-Media aid(s) are presented smoothly at appropriate times	Audio/visual & Multi-Media aid(s) are presented smoothly	Audio/visual & Multi-Media aid(s) are awkwardly presented	Audio/visual & Multi-Media aid(s) presentation is disorganized	Audio/visual & Multi-Media aid(s) are not utilized
Preparation	Speech appeared extemporaneous, though rehearsed (not memorized or read)	Speaker needed to look at notes occasionally	Speaker read from the notes the preponderance of time	Speaker read completely from notes	Speaker had no notes and continually struggled to remember what to say

RUBRIC for **VOCAL DELIVERY** (Paralanguage) of Speeches, Presentations & Performances

	4 Excelling	3 Proficient	2 Developing	1 Emerging	0 Not Evident
Language Usage	Speaker uses expressive, grammatically correct, & unbiased language appropriate to audience	Speaker uses grammatically correct & unbiased language appropriate to audience	Language is sometimes grammatically incorrect, biased, or inappropriate to audience	Language is often grammatically incorrect, biased, or inappropriate to audience	Language impedes comprehension by the audience
Rate	Speaker consistently uses a varied, but appropriate pace where message is understood by the audience in its entirety, and uses pauses effectively	Speaker mostly speaks at a pace where message is understood, and uses pauses effectively	Speaks too fast or slow, making it difficult for audience to understand entire message, and/or does not use pauses effectively	Speaks too fast or too slow, or used pauses ineffectively, so that audience cannot understand the message	Pace never varies keeping the audience from attending to the message
Volume	Speaker is easily heard throughout and varies volume to effectively extend the message	Speaker is heard throughout and varies volume to effectively extend the message	Volume is too loud or too soft and message cannot be easily understood	Volume makes it so the audience cannot fully hear the message	Volume makes it impossible to hear the message
Pitch	Speaker has an optimal range of pitch, consistently using variety, that keeps the attention of the audience	Speaker often uses variety of pitch that somewhat keeps the attention of the audience	Pitch is sometimes too high and/or too low, distracting the audience from the message	Pitch is often too high and/or too low keeping the audience from clearly understanding the message	Speaker's pitch lacks variety and speaks in monotone, keeping the audience from attending to the message
Articulation	Speaker forms all sounds correctly, facilitating meaningfulness of the message	Speaker has 1 or 2 articulation errors that do not greatly impact the meaningfulness of the message	Articulation errors slightly detract from the message	Articulation errors impede understanding of the message	Articulation errors prevent the audience from understanding the message.
Pronunciation	Speaker correctly pronounces all words	Speaker had 1 or 2 pronunciation errors that may distract	Speaker had 1 to 3 pronunciations errors that distract	More than 3 pronunciation errors greatly distract the audience	Pronunciation errors prevents the audience from understanding