

# Speech Evaluation Worksheet

## I. Skill Goals of Speech (Objectives per manual)

A.
B.
C.
D.

## II. Observations (Notes to self during speech)

Organization/format	
Language	
Voice/gestures/body language	
Message?	
Delivered?	
Why or Why not?	

## III. Evaluation Speech (Only selected points – Don't read from manual Q & A)

- How it impressed
- Organization
- Delivery
- Attainment of skill goals
- Strong points, greatest asset
- Suggestions for improvement
- Conclusion

## IV. Written Evaluation

- A. Detailed response to manual questions
- B. Serious fault or problematic mannerism?