
SPEAKER'S NAME

EVALUATOR

MANUAL AND ASSIGNMENT

DATE

SPEECH TITLE

CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
PREPARATION <i>Research, organization, rehearsal</i>	1 2 3 4 5	
SPEECH VALUE <i>Original, interesting</i>	1 2 3 4 5	
MANUAL ASSIGNMENT <i>Met project objectives</i>	1 2 3 4 5	
OPENING <i>Attention-getting, led into topic</i>	1 2 3 4 5	
BODY OF SPEECH <i>Logical flow, points supported</i> <i>by examples</i>	1 2 3 4 5	
TRANSITIONS <i>Smooth, easy to follow</i>	1 2 3 4 5	
CONCLUSION <i>Effective</i>	1 2 3 4 5	

VOICE <i>Volume, variety</i>	1 2 3 4 5	
LANGUAGE <i>Appropriate to topic and audience</i>	1 2 3 4 5	
APPEARANCE <i>Appropriate for occasion</i> <i>and audience</i>	1 2 3 4 5	
MANNER <i>Confidence, assurance,</i> <i>sincerity, enthusiasm</i>	1 2 3 4 5	
PHYSICAL ACTIONS <i>Gestures, body movements,</i> <i>eye contact, facial expression</i>	1 2 3 4 5	
OTHER _____ SPECIFY	1 2 3 4 5	
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