# Speech Evaluation Worksheet

This assessment mechanism is the tool you will use to provide feedback to your peers in the discussion forum. It is also available to you to use as a mechanism of self-assessment. Before uploading your first and final drafts, be sure to measure your work against all of the criteria here, in addition to the rubric for the speech.

After reviewing the speech at least **two times** before completing this chart, you will put an “x” in the *yes, no,* or *a little bit* column; then, in the “comments” box, you should comment on performance. You will provide at least 2 sentences in each comment row, even if the speaker did well in that category. After you have completed the outline, in the **Evaluative Summary** portion, you should give an overall summary of the organization of this talk. Was it easy to follow? What could be improved?   
  
You will upload this documents as an attachment in the discussion board for the peer you evaluated. In the text area, *copy and paste* the overall evaluative feedback section (the very last step on the bottom of this chart).

| **Topics and Questions** | **Yes** | **No** | **Somewhat** | **Comments on Success or areas for improvement** |
| --- | --- | --- | --- | --- |
| **Intro** |  |  |  |  |
| Did the introduction gain attention, create goodwill, set the tone, build credibility, and lead into the speech (with a preview/transition/etc.)? |  |  |  |  |
| Was the goal of the speech clear? |  |  |  |  |
| **Content** |  |  |  |  |
| Were the main points meaningful, well-organized, and coherent? |  |  |  |  |
| Did the speaker have high quality information (i.e., scholarly sources that were well cited)? |  |  |  |  |
| Did the transitions lead smoothly from one point to another? |  |  |  |  |
| Did the speaker keep the audience in mind throughout the entire speech, adapting their topic to the audience’s interests, knowledge, and attitudes? |  |  |  |  |
| Was the topic and delivery appropriate to the type of speech (i.e., was it appropriately informative or persuasive)? |  |  |  |  |
| **Conclusion** |  |  |  |  |
| Did the conclusion tie the speech together, summarize main points, and end on a high note? |  |  |  |  |
| **Delivery** |  |  |  |  |
| Was language clear, vivid, professional, and appropriate? |  |  |  |  |
| Did the speaker sound enthusiastic? |  |  |  |  |
| Did the speaker seem well-prepared? |  |  |  |  |
| Did the speaker make and maintain eye contact? |  |  |  |  |
| Was the recording environment professional? |  |  |  |  |
| Did the speaker back away from the camera so that enough of their body could be seen while standing? |  |  |  |  |
| Did the speaker use gestures, movement, and other appropriate forms of nonverbal delivery? |  |  |  |  |
| Did the speaker use appropriate visual aids? |  |  |  |  |

**Overall Feedback:**

Be sure to copy/paste the overall feedback into the discussion forum for the peer you are evaluating; please also be sure to *upload* (as an attachment) the entire document above.