Speakers Name

Evaluator

Date

Speech Title

Manual assignment

The manual objectives for the speech are _____

The speaker's additional personal objectives are

Areas to consider in evaluation of speech

Overall effectiveness Content Preparation Opening Voice (Research, rehearsal, good use of (Clearly defined, attention getting, (Volume, variety) led into topic) time) Speech value Body of speech Language (Logical flow, easy to follow, (Original, interesting, clear (Appropriate to topic and structured organisation) message) audience, grammar) Audience reception Support material Appearance (Relevance, understanding, (Facts, examples, illustrations, *humour used to enhance speech)* response) audience) Manual assignment Transitions Manner (Met project objectives) (Natural, easy to follow) enthusiasm) Personal objectives Conclusion Physical (Achieved aims) (Effective)

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Presentation

(Appropriate for occasion and

(Confidence, assurance, sincerity,

(Gestures. body movements, eye contact, facial expressions)