

Informative Speech Evaluation Form

Invention: topic, time, and audience

5: Excellent	4: Good	3: Adequate	2: Below adequate	1: significantly flawed	0: absent
--------------	---------	-------------	-------------------	-------------------------	-----------

The speaker:

- balanced breadth and depth well in discussion of the topic
- addressed points appropriate for the topic and the audience

Invention: evidence and explanation

5: Excellent	4: Good	3: Adequate	2: Below adequate	1: significantly flawed	0: absent
--------------	---------	-------------	-------------------	-------------------------	-----------

The speaker:

- included appropriate and varied evidence
- used the evidence to explain the topic clearly and effectively

Arrangement

5: Excellent	4: Good	3: Adequate	2: Below adequate	1: significantly flawed	0: absent
--------------	---------	-------------	-------------------	-------------------------	-----------

The speaker:

- arranged the speech in a clear and logical manner
- oriented the audience to the topic in the introduction clearly and effectively.
- transitioned between the main parts of the speech clearly and effectively.
- concluded the speech appropriately and effectively

Style

5: Excellent	4: Good	3: Adequate	2: Below adequate	1: significantly flawed	0: absent
--------------	---------	-------------	-------------------	-------------------------	-----------

The speaker:

- used clear and accessible language (i.e., avoided undefined jargon)
- demonstrated a thorough understanding of the topic
- conveyed a sense of excitement and/or interest in the topic

Memory and Delivery

5: Excellent	4: Good	3: Adequate	2: Below adequate	1: significantly flawed	0: absent
--------------	---------	-------------	-------------------	-------------------------	-----------

The speaker:

- used notes effectively and appropriately
- used delivery to distinguish between key ideas and elaborating detail
- appeared confident.
- used projection effectively and appropriately.
- used pacing and pausing effectively and appropriately.
- used gestures and movement effectively and appropriately.

Speech length

The speaker delivered a speech that was:

2: An appropriate length (~5-10 minutes)	1: Too short (3-4:30 minutes) or too long (10-12 minutes)	0: Significantly too short (under 3:30) or too long (over 12:30)
------------------------------------------	-----------------------------------------------------------	------------------------------------------------------------------

Additional Comments: