

COM 181 EVALUATION FORM -- INFORMATIVE SPEECH

Rate the speaker on each point

Speaker \_\_\_\_\_

5      4      3      2      1  
excellent good average fair poor

Topic \_\_\_\_\_

**Introduction**

**Comments**

- \_\_\_ gained attention and interest
- \_\_\_ introduced topic clearly
- \_\_\_ established credibility
- \_\_\_ previewed body of speech

**Body**

- \_\_\_ main points clear
- \_\_\_ each main point adequately supported
- \_\_\_ cited required sources
- \_\_\_ supports varied and relevant to the audience
- \_\_\_ organization well planned
- \_\_\_ language appropriate, clear, concise
- \_\_\_ transitions effective

**Conclusion**

- \_\_\_ prepared audience for ending
- \_\_\_ reinforced central idea

**Delivery**

- \_\_\_ maintained eye contact
- \_\_\_ used voice effectively
- \_\_\_ used nonverbal communication effectively/  
    presented visual aids well
- \_\_\_ extemporaneous and conversational

**Overall evaluation**

- \_\_\_ specific purpose well chosen
- \_\_\_ speech adapted to audience
- \_\_\_ speech completed in time limit

\_\_\_\_\_ x .9 = \_\_\_\_\_ TOTAL POINTS  
(Raw Score)

Evaluated by: \_\_\_\_\_