Speaker Assessment
Speaker's Name __________________Reviewer's Name ______________________ Date ______
Speech Assignment # ___ Topic is ____________________________________________

Y___ N___ Demonstrated by the organization of ideas and the delivery of the message a clear
understanding of the kind of speech assigned and the needs of the audience.

Y___ N___ Demonstrated clear understanding of the audience’s interests/beliefs/needs,
experiences, relevant demographics and education levels.

Y___ N___ Conformed to the time limit of the assignment.

Please mark all assessment areas below: Remember the ( ? ) means you are not sure that the
specific competency area was present in the speech.

Speaker had

Y___ N___ ?___ a clear specific purpose, Name it _________________________________

Y___ N___ ?___ attention getter/grabber : Name it _________________________________

Y___ N___ ?___ clear preview of 2-3 Big Ideas.

Speaker had

Y___ N___ ?___ a identifiable introduction,
Y___ N___ ?___ a body of not less than two to three key points/ideas,
Y___ N___ ?___ required number of oral citations of supporting evidence for own ideas,
Y___ N___ ?___ transitions that helped guide the listener to understanding message.
Y___ N___ ?___ identifiable conclusion / summary of message

Speaker demonstrated:

Y___ N___ ?___ reasonable eye contact, _____% of time in direct contact with audience
Y___ N___ ?___ good posture
Y___ N___ ?___ natural gestures appropriate to enhancing, emphasizing the message
Y___ N___ ?___ appropriate appearance for occasion and audience
Y___ N___ ?___ use of appropriate and effective presentation aids that improved
audience understanding of message
Y___ N___ ?___ natural, conversational style
Y___ N___ ?___ distracting errors in grammar, pronunciation, and language .

From assessment list above:

Name, describe and explain at least two areas the speaker was successful at saying or
doing in the speech today. BE SPECIFIC. Use key words + sentences

Name, describe and explain at least two areas the speaker can improve upon in organizing,
preparing and delivering the next speech. BE SPECIFIC.