

PERSONAL ASSESSMENT of MY SPEECH-MAKING-Due at start of next class after speech

Speaker's Name _____ Date _____

Speech Assignment # _____ Topic was _____

Checklist for personal improvement in skill attainment

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

___Y___N -- I gave myself permission to deliver my speech and to learn from the experience.

Check all that apply: I felt _____ before____, during____, and after the speech____.

Speech 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.

Speech 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

Speaking 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, confident, conversational style

Y___ N___ ? ___ distracting errors in grammar, pronunciation, and language .

From assessment list above, please answer in complete sentences:

1) Name, describe and explain at least two areas you were successful at saying or doing in the speech today. BE SPECIFIC.

2) Name, describe and explain at least one thing you would change in today's speech-making that might have improved organizing, preparing and delivering the speech. BE SPECIFIC.

3) Name, describe and explain at least two things you can improve upon in preparing, organizing and delivering next speech.