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.