

PUBLIC SPEAKING EVALUATION FORM

SPEAKER'S NAME:

SPEECH TITLE:

DATE:

EVALUATION RESULT:

CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
PREPARATION (Research, rehearsal, outline)	1 2 3 4 5	
ORGANIZATION OF THE SPEECH		
-INTRODUCTION		
. Attention getting	1 2 3 4 5	
. Preview of main points	1 2 3 4 5	
-BODY		
. Logical flow	1 2 3 4 5	
. Clear and understandable content	1 2 3 4 5	
. Subpoints supported by examples	1 2 3 4 5	
-CONCLUSION		
. Signaling the end	1 2 3 4 5	
. Review of main points	1 2 3 4 5	
. Make an impact	1 2 3 4 5	
SUPPORTING MATERIALS (Audio-visual aids, props, posters etc)	1 2 3 4 5	
BODY LANGUAGE		
. Eye contact	1 2 3 4 5	
. Posture & Body movement	1 2 3 4 5	
. Gestures, facial expressions	1 2 3 4 5	
VOICE (Volume, pitch, pace)	1 2 3 4 5	
PAUSE (long/short pauses, punctuation)	1 2 3 4 5	
MANNER (Self-confidence, assurance, enthusiasm)	1 2 3 4 5	
LANGUAGE USAGE		
-Accuracy		
. Pronunciation	1 2 3 4 5	
. Grammar	1 2 3 4 5	
-Fluency	1 2 3 4 5	
TIME (Present in due time)	1 2 3 4 5	