

Presentation: _____

Please fill out the checklist with a plus, minus, or other indicator of if and how this element was included in the presentation.

EVALUATION CHECKLIST*

Content

Introduction:

- _____ Attention getting
- _____ Develops audience rapport
- _____ Introduces/previews/relates to the body of the speech
- _____ Appropriate length

Body:

- _____ Topic suitability
- _____ Apparent decentering and adaptation to audience
- _____ Organization
- _____ Logic
- _____ Transitions
- _____ Language usage; vulgarity; appropriateness to audience
- _____ Vocabulary; jargon; appropriateness to audience

Conclusion:

- _____ Summary; restate; recap
- _____ Sense of completion
- _____ Specific methods: appeal; challenge; declare; quote; anecdote; illustrate

Delivery

Vocal Components:

- _____ Vocal pitch (high/low/monotone)
- _____ Vocal intensity (volume)
- _____ Vocal variety
- _____ Vocalized pauses (fluency)
- _____ Speech or pacing
- _____ Pronunciation (correct/incorrect)
- _____ Enunciation (clear/slurred)
- _____ Transition to and from speech aids
- _____ Transparent vocal delivery

Nonvocal Components:

- _____ General appearance
- _____ Facial expressions
- _____ Eye contact
- _____ Gestures
- _____ Preparedness
- _____ Sincerity and/or enthusiasm
- _____ Credibility
- _____ Use of notes
- _____ Use of lectern
- _____ Use of speech aids
- _____ Transparent nonvocal delivery

What did you notice about the presentation content, structure, or delivery?

What did you take away from the content of this presentation?