

## Evaluation Criteria

◦ **Structure** – begin / middle / end / impact / opening / body / flow / 3 main points / smooth transitions / organised / conclusion / etc.

◦ **Content** – personal story / facts & figures / educational / humour / message / support material / language / descriptions / jargon / etc

◦ **Delivery** – voice / body language / gestures / stage / props / technique / pitch / tone / volume / pace / eye contact /

◦ projection / etc.

### Structure

1. Adequate preparation
2. Definite opening, body and conclusion
3. Logical organisation
4. Smooth transitions
5. Appropriateness of topic
6. Attention getting opener
7. Clear purpose of speech
8. Effective conclusion
9. Well researched
10. Appropriate support material

### Content

1. Interesting & meaningful
2. Type of speech e.g. personal story, educational, informative, humorous
3. Simple short and clear words
4. Vivid descriptive words
5. Sentences short, simple and understandable
6. Use of visual aids
7. Appropriateness of visual aids

### Delivery

8. Stories, anecdotes or quotes effectively used
  9. Did the speech uplift and motivate
  10. Were the audience challenged to think
  11. Audience participation and reaction
1. Speakers appearance & stance
  2. Clearly and audibly spoken
  3. Use of notes
  4. Appeared confident and sincere
  5. Confident & enthusiastic manner
  6. Nervous habits
  7. Natural gestures to enhance the verbal message
8. Purposeful & smooth body movements
  9. Established eye contact
  10. Appropriate use of stage
  11. Animated, friendly and genuine facial expressions
  12. Volume, pitch and speed
  12. Effective use of pauses

## • LIKE

- 1
- 2
- 3
- 4
- 5
- 6

What you liked and why

## • IMPROVE

- 1
- 2
- 3

What you think could be improved and how

## See

## Hear

## Feel