Assessment Tool: Public Speaking

Name		Excellent	Good	Satisfactory	Needs Improvement
Introduction	**Capture Attention**: Speaker creates excitement, compels audience to listen with opening thought / strong delivery.				
	Audience Adaptation: Provides clear reason(s) why topic is important. Defines unfamiliar jargon or terminology. Makes information accessible.				
	Established Credibility: Proves expertise to audience. Delivery supports mastery of subject. Dress appropriate for occasion.				
	Clear Thesis and Preview: Point of presentation evident. Supporting points are easy to identify / remember by audience.				
Body	**Main Points**: Clearly organized. Strongly introduced.				
	Support: Appropriate illustrations and examples to support claims. Properly cites materials.				
	Transitions: Movement from points is deliberate; easy to recognize changes in thought.				
Conclusion	**Signal End of Speech**: Indicates speech is closing.				
	Review of Main Points: Thesis & main points restated. Concepts are separate; reviewed.				
	Closing Thought: Uses stories, quotes, and/or examples, and delivery to make positive final impression.				
Delivery	**Eye contact**: Speaker maintains solid eye contact. Use of notes kept to minimum.				
	Volume: Easily heard; changes reflect emotions.				
	Rate: Easy to follow; uses pacing to emphasize important information.				
	Vocal Variety: Conversational quality, expressive. Enthusiastic delivery.				
	Verbal Pauses: (Uhs, Ums, Likes) are at a minimum. Flow of the speech is not interrupted.				
	Nonverbal: Gestures appropriate to speaking occasion, not distracting. Posture is strong. Facial gestures support mood. Nervous habits are not present. Pleasant disposition.				
Visual Aids	**Construction**: Professional, simple (no clutter); paragraphs avoided. Elements are large. Contribution is purposeful (complements message). Effectively uses color.				
	Presentation: Interacts with VA effectively, coherent explanation. Is audience-inclusive.				