

Speech Evaluation Sheet

Complete the evaluation sheet below by rating the speaker in each category.

- 5 = excellent
- 4 = Above average for the speaker's experience level
- 3 = Satisfactory
- 2 = Could improve
- 1 = Needs attention

	Rating	Comments/Suggestions
<i>SPEAKING SKILLS</i>		
The speaker spoke loudly and clearly.	1 2 3 4 5	
The speaker did not make distracting hand gestures.	1 2 3 4 5	
The speaker appeared confident and sincere, with minimal nervousness.	1 2 3 4 5	
The speaker did not rely on notes throughout the speech.	1 2 3 4 5	
The speaker maintained appropriate eye-contact.	1 2 3 4 5	
<i>CONTENT</i>		
All words, numbers, and figures were readable from a distance.	1 2 3 4 5	
The purpose of the speech was clear.	1 2 3 4 5	
The speaker gave an adequate description of the broader impact of the project.	1 2 3 4 5	
The speaker gave appropriate background information of the topic.	1 2 3 4 5	
The speaker's explanation of the methodology/experimental parameters was clear. (if applicable)	1 2 3 4 5	
The speaker clearly explained any results or conclusions. (if applicable)	1 2 3 4 5	
The speech was well organized.	1 2 3 4 5	
The speech was audience-appropriate.	1 2 3 4 5	

Um-count**:

**Um=any word or incoherent sound that does not add or distracts from the speech. (i.e. um, ah, and, so, like, you know, just, basically, ...)