

## Evaluation Guide for

# Get to the Point

Title \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO THE EVALUATOR:** *The speaker is to prepare a speech that has a clear general purpose (to inform, persuade, entertain or inspire) and a specific purpose. The speech is to be organized in a manner that best achieves these purposes. The beginning, body and conclusion should all tie into and reinforce the purposes. The speaker is to project sincerity and conviction and strive not to use notes. Any nervousness displayed should be minimal. In addition to your verbal evaluation, please complete the evaluation form below by rating the speech 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
▶ The general purpose of the speech was clear.	5 4 3 2 1	
▶ The specific purpose of the speech was clear.	5 4 3 2 1	
▶ The speech organization supported the speech's specific purpose.	5 4 3 2 1	
▶ The main points and supporting material contributed to the speech's specific purpose.	5 4 3 2 1	
▶ The beginning, body and conclusion reinforced the specific purpose.	5 4 3 2 1	
▶ The speaker achieved the specific purpose.	5 4 3 2 1	
▶ The speaker appeared confident and sincere, with minimal nervousness.	5 4 3 2 1	
▶ The speaker did not rely on notes throughout the speech.	5 4 3 2 1	
▶ What could the speaker have done differently to make the speech more effective?		
▶ What did you like about the presentation?		