

Speech of Introduction Grading Form (25 points)

Speaker's Name _____

Introduction (5 points) _____ (1=excellent, .75=good, .5=average, .25=fair/poor)

- _____ Attention getter (1 pt)
- _____ Audience adaptation (1 pt)
- _____ Introduces topic well (1 pt)
- _____ Central Idea (1 pt)
- _____ Preview of main points (1 p)

Comments:

Body (5 points) _____ (1=excellent, .75=good, .5=average, .25=fair/poor)

- _____ Organizational pattern clear & appropriate (1 pt)
- _____ Points well-balanced (1 pt)
- _____ Effective use of transitions (1 pt)
- _____ Supporting material complete & appropriate (1 pt)
- _____ Audience adaptation throughout body (1 pt)

Comments:

Conclusion (5 points) _____ (1=excellent, .75=good, .5=average, .25=fair/poor)

- _____ Signal the close of speech (1 pts)
- _____ Clear summary/review of main points (1 pt)
- _____ Restate Central Idea (1 pt)
- _____ Memorable ending (1 pt)
- _____ Non-apologetic or hurried (1 pt)

Comments:

Delivery (5 points) _____ (1=excellent, .75=good, .5=average, .25=fair/poor)

- _____ Speaker seemed prepared (1 pt)
- _____ Extemporaneous style (1 pt)
- _____ Face/body gestures appropriate (1 pt)
- _____ Use of notes/good eye contact (1 pt)
- _____ Adhered to time perimeters (1 pt)

Comments:

Outline/Topics (5 points) _____ (1=excellent, .75=good, .5=average, .25=fair/poor)

- _____ Sources (if applicable) seemed reliable (1 pt)
- _____ Topic handled objectively (1 pt)
- _____ Topic covered fully (1 pt)
- _____ Speech adhered to outline (1 pt)
- _____ Folder, forms complete (1 pt)

Time (2-4 minutes): _____
Amount over/under: _____
Total points: _____ /25