

Speech Organization Evaluation Guide

Provided by _____

A. Did the speaker's opening... (circle)

- | | | |
|--|-----|----|
| CGain the audience's attention? | yes | no |
| CIntroduce the topic? | yes | no |
| CHelp the audience relate to the speaker's message? | yes | no |
| CTake no more than ten percent of the total speech time? | yes | no |

B. Which technique was used for the speaker's opening? (circle)

- | | | |
|-----------------------------------|-----|----|
| CTopic's importance explained | yes | no |
| CSurprising statement | yes | no |
| CSuspense or curiosity created | yes | no |
| CStory or anecdote | yes | no |
| CRhetorical question | yes | no |
| CQuotation | yes | no |
| CSpeaker referred to the occasion | yes | no |
| COther (describe) _____ | | |

C. What were the speaker's main points?

1. _____
2. _____
3. _____
4. _____
5. _____

D. Did the speaker's conclusion... (circle)

- | | | |
|--|-----|----|
| CGive a sense of closing? | yes | no |
| CReview the main points? | yes | no |
| CMake an impact on the audience? | yes | no |
| CTake no more than ten percent of the total speech time? | yes | no |

