

Speech Evaluation Guidelines

Produced by the Tompkins County 4-H Public Presentations Committee

Delivery	1	2	3	4	5
Introduction	No introduction.	Abrupt, unclear or insufficient introduction.	General and adequate introduction, introduces topic to audience.	Grabs audience attention and interest, clear thesis statement; explains topic	Exceptional introductory statement, clear and concise thesis statement, related subject to audience, states main points of speech clearly with specific transition statements
Gestures	No use of appropriate gestures	Minimal use of appropriate gestures	Hand and body movements appropriate to content.	Good use of gestures; normal, spontaneous and natural.	Excellent use of gestures; normal and spontaneous, enhances specific points and transitions.
Conveys tone/mood	Does not convey mood or tone.	Minimal conveyance of tone of mood	Uses voice to convey mood.	Enhanced use of dramatic voice and tone; pulls audience.	Excellent. Message is reinforced by voice. Persuasively engages audience; energy and emotion conveyed.
Smoothness/flow	Halting or abrupt transitions, lengthy pauses.	Choppy, with some pauses.	Smooth transitions, appropriate pace and pauses.	Fluid delivery uses pauses effectively.	Exceptional, fluid and natural. Smooth transitions, excellent use of pauses, well paced.
Articulation	Many mispronounced words. Lacks clear enunciation throughout piece.	Occasional mispronounced words. Some unclear words.	Words generally pronounced clearly and correctly throughout piece; inflection appropriate.	Excellent articulation - enunciates complex words clearly.	Outstanding enunciation and pronunciation throughout piece. Excellent inflection and fluency in delivery.
Appropriate length	Consider the Subject matter: Does the presentation adequately cover the topic in the time allotted? Could this presentation have used more time or less time? Scoring 1-4 based proportionately on effective use of time for subject matter. Less than 5 or more than 15 minutes = automatic score of 3				Presenter uses adequate amount of time in proportion to subject matter. Not to exceed 15 minutes
Gets point across (content/message)	Audience gets no clear understanding of presentation; lots of rambling or confusion	Some rambling or filler or squeezing in too much info or lacking some info	Information presented in an effective manner. Clear conveyance of speech thesis	Clear thesis emphasized and highlighted throughout speech	Outstanding ability to convey clear thesis emphasized and highlighted throughout speech
Proper equipment (note cards)	Reads speech.	Relies on text to support presentation.	Refers to notes for quotes, facts, and transitions.	Minimal use of cards as cues.	Amazing, very natural.
Conclusion	No concluding statement; abrupt ending.	Simple closing statement; no conclusion.	Simple concluding statement.	Prepared audience for ending; clear concluding statement.	Prepared audience for ending; reinforced central idea; clear ending with sense of completion.

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Subject	1	2	3	4	5
Appropriate for Age and experience	Overly simple or too complex for age and experience	Somewhat suited to speaker's age and or experience	Well suited to age and experience of speaker	Challenges presenter, well executed	Challenges presenter superior execution
Presentation Stimulates Audience Interest	Lacks audience appeal	Some interest generated	Presentation engages audience and generates interest.	Presentation engages audience and maintains interest throughout.	Presentation has broad appeal and stimulates interest throughout.
Appropriate understanding of subject	Lack clarity in understanding of subject	Conveys some understanding of subject	Clear evidence of understanding throughout presentation.	Exhibits excellent grasp of information, adds opinion, handles questions.	Superior grasp of information and explanation of complexities. Deftly handles questions
One main theme; logically organized	No logical sequence; random jumping around; irrelevant information	Some areas of disorder and confusion	Info pertains directly to topic; logical order; easy to understand	Interesting or creative organization of info	Excellent organization, clear yet concise, fully support opinions with facts.
Content: Documented and Researched	No main points given; no credible sources; rambling statements.	Main points vague; stated facts without citing sources; facts do not support thesis.	Main points clear, appropriate use of facts to support position, sources cited.	Main points clear; points well supported; sources cited; logical presentation of points and counter points; as appropriate.	Main points clear; points fully supported and validated with research; sources clearly cited; logical and well-reasoned presentation of points; presents counter viewpoints clearly; effective use of narratives and examples to support thesis.
Presenter	1	2	3	4	5
Appearance	Not applicable	Inappropriate dress for public presentation.	Some aspects of presentation appearance within the personal control of the presenter could be improved upon (i.e., dirty hands, unkempt hair)	Neat, clean, appropriate attire for public speaking.	Extra though and effort given to appearance or dress may subtly reflect mood of recitation.
Eye Contact	Does not establish eye contact	Occasional eye contact	Establishes eye contact with one or two persons in audience. May gaze over audience	Established eye contact with entire audience	Excellent use of eye contact. Establishes and maintains effective eye contact throughout presentation with entire audience
Voice volume & rate	Voice too soft, barely audible, Rate too fast or too slow	Voice not clear, inconsistent rate, voice drops off	Voice clear, generally consistent rate projects well, does not drop off	Voice clear, distinct, projects well with appropriate volume and rate	Voice clear, distinct, projects and modulates and tone and rate to enhance specific points.
Posture	Slouching posture.	Leans on podium; does not stand straight, or appears stiff.	Stands straight and erect, remains behind podium (uses appropriately, but not as support)	Stands erect; uses podium only for notes; moves away from podium occasionally.	Stands erect; uses podium only for notes; moves away from podium to make points, Confident natural body language
Poise	Appears nervous; extremely uneasy. Some fidgeting mannerisms	Appears somewhat uneasy or nervous Some fidgeting mannerisms	Appears generally calm and relaxed in front of audience, no fidgeting	Appears calm, relaxed; conveys confidence and is comfortable in front of audience	Appears calm, relaxed, personable; engages audience with confident demeanor; and is comfortable.
Enthusiasm	Presenter lacks enthusiasm	Some enthusiasm shown; needs more	Presenter conveys personal interest and enthusiasm for piece	Clear enthusiasm shown throughout piece	Infectious enthusiasm in piece.