

Informative Speech Instructor Evaluation

	Description	90-100 = Excellent	80-89 = Very Good	70-79 = Adequate	60-69 = Fair	0-59 = Poor	Weight
1	Body Language	Movements seemed fluid and helped the audience visualize.	Movements or gestures enhance articulation.	Satisfactory movement and descriptive gestures.	Very little movement or descriptive gestures.	No movement or descriptive gestures.	20%
2	Eye Contact	Holds attention of entire audience with the use of direct eye contact.	Consistent use of direct eye contact with some audience members.	Satisfactory eye contact with audience.	Minimal eye contact with audience.	No eye contact with audience.	10%
3	Speaking Skills	▪ Poised, clear articulation ▪ proper volume ▪ steady rate ▪ good posture	Clear articulation but not as polished.	Satisfactory articulation and somewhat polished.	▪ some mumbling ▪ uneven rate ▪ little or no expression	▪ inaudible or too loud ▪ rate too fast ▪ speaker seemed uninterested	30%
4	Organization	▪ delivers clear opening and closing remarks that capture the attention of the audience and set the mood. ▪ provides a “road map” for the audience. ▪ each segment relates to the others according to a	▪ displays introductory or closing remarks, but segments of the body of the presentation are not presented in a coherent manner. ▪ presents the segments of the body of the presentation in a coherent manner, but	Satisfactory organization with adequate introductory and closing remarks.	▪ some level of organization with discernible theme, but is not organized clearly or in a coherent manner. ▪ introductory and closing remarks are missing.	▪ displays neither clear introductory nor closing remarks. ▪ does not present the segments of the body of the presentation in a coherent manner. ▪ irrelevant statements are made. ▪ leaves the audience wondering where the presentation is	20%

5	Voice	Use of fluid speech and inflection maintains the interest of the audience.	Very good use of inflection, but does not consistently use fluid speech.	Satisfactory use of inflection and fluid speech.	Displays some level of inflection throughout delivery.	Consistently uses a monotone voice.	20%
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