

Evaluator_____

Beginning Public Speaking

Informative Speech with Transcript

Speaker_____

Topic_____

Topic is well suited for occasion _____(3)

Topic is adapted to audience _____(3)

Introduction is dynamic and fulfills function _____(2)

Specific purpose & thematic statement are clear _____(3)

Organizational design is appropriate and clear _____(3)

Speaker credibility is enhanced _____(3)

Transitions are clear _____(3)

Sources are well chosen and documented _____(3)

Conclusion is effective _____(3)

General Impression _____(3)

Time:_____ (5-7 minutes) _____(1)

Additional comments: Total _____30

Transcript (For instructor use only)

Follows format: Double-spaced 14 pt type _____(1)

Mechanics: _____(2)

Sentence structure _____(2)

Other grammatical usage _____(2)

Spelling and punctuation _____(2)

Bibliography follows format (MLA) _____(3)