

Speech (Presentation Skills)

Name _____ Date _____

2 = surpasses expectations, 1 = meets expectations, and 0 = does not meet expectations. On blanks to left: "+" = a strength, "-" = needs improvement, and blank = not applicable.

Uses techniques to relate content directly to audience.

2 1 0

- ___ Uses visual aids which clarify important details.
 - simple and clear
 - visible to all audience members
 - colorful and appealing
- ___ Handles visual aids properly.
 - easily seen by all of the audience
 - shown at appropriate time
 - handled with poise
- ___ Relates content directly to issues of importance to audience.
- ___ Uses several attention factors.
 - variety
 - humor
 - audience involvement
 - current issues
 - human motivations
- ___ Uses several ways to clarify or develop the content.
 - statistics
 - examples and stories
 - analogies
 - quotes
- ___ Speaks directly to the audience.

Applies language and speaking skills.

2 1 0

- ___ Uses clear and appropriate general and specific language.
- ___ Pronounces and applies all words and concepts correctly.
- ___ Is well rehearsed, and speaks easily from note cards.
- ___ Makes eye contact through most of the speech.
- ___ Varies with whom eye contact is made.
- ___ Monitors audience for feedback.
- ___ Shows poise and copes gracefully with unexpected problems.
- ___ Uses varied, comfortable, and easy gestures and stance.
- ___ Speaks in clear, comfortable, and varied volume.
- ___ Speaks in clear, comfortable, and varied tone.
- ___ Speaks in clear, comfortable, and varied pace.
- ___ Meets school standards for decency, respect, and

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