

Dr.Pallos/KUEPS/Y2_S1/Speech Assessment Form

Class	Seat	Name	Student number	Date of speech

CATEGORY	Advanced	Capable	Progressing	Beginner
Topic	Comprehensively outlined the topic. Clearly answered all required questions. 8, 7	Competently outlined the topic. Most questions were clearly answered. 6, 5	Satisfactorily outlined the topic. Required questions were not clearly answered. 4, 3	Insufficient information on the topic. Required questions were not answered. 2, 1, 0
Quality and delivery of speech	Professional and clearly articulated information. Notes were hardly used. 8, 7	Effective in transmitting the information. Notes were used during the speech. 6, 5	Ineffective style, read notes frequently. 4, 3	Speech was poor and not clear, mostly read from notes. 2, 1, 0
Clarity of speech	Spoke clearly and distinctly the whole time (100-95%). 8, 7	Spoke clearly and distinctly most of the time. 6, 5	Spoke clearly and distinctly about half of the time. 4, 3	Often mumbled or could not be understood. 2, 1, 0
Posture and eye contact	Stood up straight, looked relaxed and confident. Established eye contact with everyone in the audience. 4	Stood up straight, did not look relaxed but did establish eye contact with everyone in the audience. 3	Sometimes stood up straight, did not look relaxed and did not establish eye contact with everyone in the audience. 2	Slouched and/or did not look at people during the speech. 1, 0
Volume	Voice was loud enough to be heard by all audience members and voice varied throughout the speech. 4	Voice was loud enough to be heard by all audience members and voice varied most of the time. 3	Voice was loud enough to be heard by all audience members and voice varied about half of the time. 2	Voice was often too soft to be heard by all audience members and voice did not vary. 1, 0
Time limit	Speech was 3-4 minutes long and did not seem hurried or slow. 4	Speech was 3-4 minutes long but seemed slightly hurried or slow. 3	Speech was a bit short and seemed slightly hurried or a little long and slow. 2	Speech was too short and seemed very hurried or too long and too slow. 1,0
Total Raw Score:/ 36	Conversion of raw score to indicative level: Advanced =36-28 Capable=27-19 Progressing=18-10 Beginner= less then 10			