**Evaluating a Speech Checklist**

Use this checklist to prepare and evaluate your speeches. You can also use this checklist to evaluate the speeches of others.

**The Speech**

\_\_\_\_ Does the speech focus on an important or interesting topic?

\_\_\_\_ Are the main points presented clearly from start to finish?

\_\_\_\_ Does the speech move smoothly from one point to the next?

\_\_\_\_ Does the speech include accurate and appropriate facts and figures?

\_\_\_\_ Is everything tied together effectively at the end?

**The Voice**

\_\_\_\_ Is the speaker loud enough to be heard by everyone?

\_\_\_\_ Does the speaker speak slowly and carefully?

\_\_\_\_ Does the speaker use plain, conversational language?

\_\_\_\_ Is the speaker’s voice colorful and pleasant to listen to?

**The Delivery**

\_\_\_\_ Does the speaker stand straight and tall?

\_\_\_\_ Does the speaker make eye contact with the audience?

\_\_\_\_ Does the speaker avoid swaying, rocking, or other distracting movement?

\_\_\_\_ Does the speaker use visual aids to clarify or emphasize information?

\_\_\_\_ Does the speaker hold the audience’s attention throughout the speech?

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