

Grading Sheet- Speech 3 Informative Speech

Name _____ Topic _____

Audience Analysis (10)

		agree		disagree	
Interesting & creative topic	5	4	3	2	1
Tone of speech appropriate	5	4	3	2	1

Introduction (15)

Gained attention of audience	5	4	3	2	1
Clear thesis statement	5	4	3	2	1
Preview main points (road map)	5	4	3	2	1

Body (10)

Key ideas explained	5	4	3	2	1
Major points supported with citations	5	4	3	2	1

Conclusion (10)

Restated thesis & main points	5	4	3	2	1
Provided memorable & creative conclusion	5	4	3	2	1

Organization (20)

Internal summaries between major points	5	4	3	2	1
Clear transitions	5	4	3	2	1
Clear organizational pattern	5	4	3	2	1
Credible & appropriate source material included	5	4	3	2	1

Language (5)

Creative & culturally sensitive	5	4	3	2	1
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Delivery (20)

Adequate eye-contact	5	4	3	2	1
Vocally expressive	5	4	3	2	1
Used purposeful gestured and movement	5	4	3	2	1
Met time requirements	5	4	3	2	1

Visual aids (15)

Simple & uncomplicated	5	4	3	2	1
Large enough to see	5	4	3	2	1
Displayed at appropriate time	5	4	3	2	1

Outline (20)

Typed & in correct outline format	5	4	3	2	1
At least 4 sources	5	4	3	2	1
Writing in correct APA/MLA format	5	4	3	2	1
Internal summaries/transitions included & labeled	5	4	3	2	1

Total _____ /125