

## Grading Sheet- Speech 3 Informative Speech

Name _____	Topic _____					
<b>Audience Analysis (10)</b>		<b>agree</b>			<b>disagree</b>	
Interesting & creative topic	5	4	3	2	1	
Tone of speech appropriate	5	4	3	2	1	
<b>Introduction (15)</b>						
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	
<b>Body (10)</b>						
Key ideas explained	5	4	3	2	1	
Major points supported with citations	5	4	3	2	1	
<b>Conclusion (10)</b>						
Restated thesis & main points	5	4	3	2	1	
Provided memorable & creative conclusion	5	4	3	2	1	
<b>Organization (20)</b>						
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	
<b>Language (5)</b>						
Creative & culturally sensitive	5	4	3	2	1	
<b>Delivery (20)</b>						
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	
<b>Visual aids (15)</b>						
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	
<b>Outline (20)</b>						
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	
<b>Total</b> _____						<b>/125</b>