

# Informative Speech Evaluation Criteria

**Presenter:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

*Each entry is worth 5 points. 0 means the presenter completely fails on this entry; 5 means the presenter performs excellent on this entry. The total score, 100, is the sum of these 20 entries.*

Entry	Description	Score (0-5)
<b>Ways of Delivery (total: 40)</b>		
Posture	Stand confidently in front of the audience	
Eye contact	Keep the eye contacts with the audience during the speech	
Facial expressions	Smile naturally during the speech.	
Gestures	Use meaningful gestures which are big enough to see.	
Appearance	Dress neat and suitable clothes which show professionalism	
Intonation	Use correct and clear intonation when stating facts and throwing questions.	
Fluency	Use few vocal fillers when speaking.	
Comprehensibility	Speak to inform instead of just "reading" or "reciting" scripts.	
<b>Visual aids (total: 20)</b>		
Appropriateness	Use suitable visual aids to assist speaking.	
Clearness	Have good contrast btw the background color and text color. Use proper font size and font type.	
Concision	Give only bullet points in each slide instead of writing all related words.	
Concision	Use less clip art and make the PPT simple and easy to read.	
<b>Content (total: 40)</b>		
Content	Integrate concepts of culture, and make the links the concepts and the topic logically.	
Content	Give inspiring speech with abundant information (depth & breadth)	
Introduction	Give appropriate and attractive attention-getting openers	
Body	Develop each subtopic with factual information or logical proof.	
Conclusion	Give memorable final remarks about the topic.	
Coherence	Use proper transitions between each section.	
Information	Give reliable information by citing original resources properly.	
Simultaneous responses	Handle Q&A session well and properly, provide appropriate answers to questions. Reply in proper manners.	

**Overall score:** \_\_\_\_\_

**Evaluator signature:** \_\_\_\_\_