

Sample Assessment for Formal Speaking

This form can be used for self, peer, or teacher assessment.

Speaker: _____ **Date:** _____

Topic: _____ **Audience:** _____

Rating Scale: Excellent - 5 Very Good - 4 Good - 3 Fair - 2 Poor - 1

| | Comments | Rating |
|--|----------|--------|
| Content | | |
| • Research | | |
| • Completeness | | |
| • Accuracy | | |
| • Relevance | | |
| • Depth of Coverage | | |
| Delivery | | |
| • Organization (introduction, body, conclusion) | | |
| • Voice (volume, pitch, rate) | | |
| • Fluency (articulation, pronunciation) | | |
| • Body Language (appropriate eye contact, gestures, posture) | | |
| • Persuasion and Interest | | |
| • Other | | |

Note: Some items listed above (e.g., pronunciation, eye contact) can vary across cultures and in accordance with the situation. Teachers should also be aware of second language and dialectical differences that can be present in students' speech, and adapt their assessment instruments accordingly.