

Sample Checklist for Assessment of a Formal Talk

Speaker: _____ Date: _____

Assessor (teacher, student, other): _____

Use the following scale to assess each part of the presentation.

1 = Excellent 2 = Good 3 = Average 4 = Fair 5 = Weak

Introduction

- ___
- ___ The introduction related the topic to the audience.
- ___ The introduction revealed the organization of the talk.

Topic Selection and Statement of Purpose

- ___
- ___ The topic selected was appropriate for the audience.
- ___ The topic selected was appropriate for the occasion.

Content

- ___
- ___
- ___ The speaker supplied supporting materials for each point.
- ___ The talk was organized in a logical manner.
- ___ Transitions were used to connect smoothly

Attitude

- ___
- ___
- ___ The speaker demonstrated sincerity.
- ___ The speaker demonstrated interest in the topic.

- ___
- ___ The vocal aspects of delivery—pitch, rate, volume, enunciation and fluency—added to the message.
- ___ The bodily aspects of delivery—gestures, facial expressions, eye contact, and movement—added to the message.
- ___ Visual aids were used appropriately to clarify the message.

Audience Analysis

- ___ The speaker demonstrated his or her sensitivity to the interest of the audience.

- ___
- ___ The spea

Conclusion

- ___
- ___
- ___ The conclusion reminded the audience of the central idea and of the main points of the speech.
- ___ The conclusion stated precisely what action could be taken in response to the talk.

- ___ respond positively to the speaker.

Note: Some items listed above (e.g., eye contact) can vary across cultures and in accordance with the situation. speech, and adapt their assessment instruments accordingly.

(Checklist adapted from Nelson & Pearson, 1981, pp. 263-264)