

## Sample Assessment for Informational Talks

Following is a checklist that a teacher may use or adapt for the purpose of assessing an informational talk.

**Name of Speaker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Specific Purpose of Talk:** \_\_\_\_\_

### **Purpose**

Was it clear? \_\_\_\_\_

Was it sufficiently narrow? \_\_\_\_\_

Was it accomplished? \_\_\_\_\_

### **Introduction**

Did it state the purpose? \_\_\_\_\_

Did it motivate listeners? \_\_\_\_\_

Did the speaker explain his/her qualifications to speak on the subject? \_\_\_\_\_

### **Body of the Speech**

Did it follow a clear organization? \_\_\_\_\_

Did it provide new and useful information? \_\_\_\_\_

Was an attempt made to relate unfamiliar information to familiar knowledge? \_\_\_\_\_

Were main points adequately developed? \_\_\_\_\_

Were transitions used between main points? \_\_\_\_\_

Were visual aids used effectively? \_\_\_\_\_

### **Conclusion**

Did it summarize important data or reinforce audience learning? \_\_\_\_\_

Did it end with a well-planned forceful closing? \_\_\_\_\_

### **Comments:**