

## Sample Assessment for Introducing a Speaker

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Circle a mark for each section. Excellent is 10. Poor is 1. The other numbers are somewhere between. For instance, 5 or 6 would be average.

• Was not courteous or pleasant					• Was courteous, pleasant				
1	2	3	4	5	6	7	8	9	10

• Gave little useful information about the speaker					• Told something interesting and appropriate about the speaker				
1	2	3	4	5	6	7	8	9	10

• Left out or mispronounced name					• Stated name clearly				
1	2	3	4	5	6	7	8	9	10

• Did not state clearly subject of speech					• Stated subject clearly and precisely				
1	2	3	4	5	6	7	8	9	10

• Disorganized					• Well organized				
1	2	3	4	5	6	7	8	9	10

• Made long statements about speaker's subject					• Left the subject mostly for the speaker to handle				
1	2	3	4	5	6	7	8	9	10

Comments: