

Sample Assessment for Introducing a Speaker

Circle a score for each section. Excellent is 10. Considerable Improvement Needed is 1.

Was polite and sincere									
1	2	3	4	5	6	7	8	9	10

Shared something interesting and appropriate about the speaker, and spoke the speaker's name accurately and clearly									
1	2	3	4	5	6	7	8	9	10

Stated speaker's subject or purpose clearly and precisely									
1	2	3	4	5	6	7	8	9	10

Spoke briefly and comments were well organized									
1	2	3	4	5	6	7	8	9	10

Anecdotal Notes: (strengths and improvement needed)									