

### 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.

<ul style="list-style-type: none"> <li>• Was not courteous or pleasant</li> </ul>					<ul style="list-style-type: none"> <li>• Was courteous, pleasant</li> </ul>				
1	2	3	4	5	6	7	8	9	10

<ul style="list-style-type: none"> <li>• Gave little useful information about the speaker</li> </ul>					<ul style="list-style-type: none"> <li>• Told something interesting and appropriate about the speaker</li> </ul>				
1	2	3	4	5	6	7	8	9	10

<ul style="list-style-type: none"> <li>• Left out or mispronounced name</li> <li>• Did not state clearly subject of speech</li> </ul>					<ul style="list-style-type: none"> <li>• Gave name clearly</li> <li>• Stated subject clearly and precisely</li> </ul>				
1	2	3	4	5	6	7	8	9	10

<ul style="list-style-type: none"> <li>• Remarks too long or too short</li> <li>• Disorganized</li> </ul>					<ul style="list-style-type: none"> <li>• Remarks about the right length</li> <li>• Well organized</li> </ul>				
1	2	3	4	5	6	7	8	9	10

<ul style="list-style-type: none"> <li>• Made long statements about speaker's subject</li> <li>• Presented many of his or her own views on the subject</li> <li>• Pointed out weaknesses in the speaker</li> </ul>					<ul style="list-style-type: none"> <li>• Left the subject mostly for the speaker to handle</li> <li>• Showed respect for the speaker</li> <li>• Highlighted speaker's strengths without overpraising</li> </ul>				
1	2	3	4	5	6	7	8	9	10

(Booth, Cameron, & Lashmar, Vol. 2, 1986, p. 62. Reproduced with the permission of Prentice Hall Canada Inc.)

Comments: