

**Demonstration Speech
Cover Sheet & Evaluation**

Name:
Period:

You must present your speech on your scheduled day!
If an emergency prevents you from attending class, a parent/guardian must contact Ms. Cowden BEFORE class meets or she will not allow an extension.

Instructions

1. Bring two copies of your outline the day of your speech – one for you to use and one to turn in to Ms. Cowden.
2. Staple this sheet to the top left corner of your outline.
3. Hand in this packet at the beginning of class the day of your speech.

Speech Evaluation

	0 - 5 points Missing/ Unsatisfactory	6 points Needs Improvement	7 points OK	8 points Good	9-10 points Excellent
Opening: Includes 1) statement of purpose (topic), 2) reason for choosing topic, and 3) explanation of topic's importance to audience.					
Organization: Organizes information into clear steps and sub-steps to from beginning to end of process (or other logical order).					
Development of Ideas: Explains steps clearly and effectively, incorporating visual aids, examples, personal anecdotes, etc. smoothly at appropriate moments to improve understanding of steps and procedures					
Process Clarification: Anticipates potential mistakes or misunderstandings beginners might make/have at different points in the process. Addresses what will happen if people don't do things in a certain way.					
Closing: Includes 1) memorable recap of main steps, 2) time for questions/answers 3) next steps 4) appreciation of audience.					
Eye Contact: Makes eye contact with audience throughout the speech. Uses notes appropriately rather than reading them.					
Rapport: Aware of audience's engagement and understanding. Asks for questions when appropriate and responds effectively.					
Length & Pacing: Presents for at least four, but no longer than six minutes. Paces information so it does not feel rushed or too long within the time constraints.					
Volume & Clarity: Projects voice all the way to the back of the classroom. Enunciates words carefully. Avoids neutral fillers like "umm," "ahhh," etc.					
Visual Aids/Props: Uses high-quality visual aids or props throughout the presentation.					

Cover Sheet & Evaluation/Correct Order
Speech Outline (see below)
Presentation

____/1
____/20
____/100

Total

____ /121