

Communication C E N T E R

Name: _____ Time: _____

Introduction

- _____ Grabbed the audience's attention
- _____ Explained topic relevance for the audience
- _____ Thesis statement
- _____ Preview of main points

Conclusion

- _____ Summary
- _____ Review of main points

Organization/Body

- _____ Clear organizational pattern
- _____ Main points fully developed
- _____ Appeals to this audience
- _____ Creative use of language
- _____ Smooth and clear transitions

Visual Aid

- _____ Appropriateness to topic
- _____ Appropriately designed
- _____ Appropriately integrated in speech

Supporting Material

- _____ Balanced over main points
- _____ Variety of support types
- _____ Credible sources
- _____ Proper oral citations

Delivery

• Verbal

- _____ Extemporaneous
- _____ Expressive & dynamic
- _____ Appropriate volume, rate, & pitch
- _____ Articulation & pronunciation
- _____ Minimal vocal fillers (um, uh, like, etc.)

• Nonverbal

- _____ Eye contact
- _____ Facial expression
- _____ Purposeful gestures & movement
- _____ Good posture
- _____ Appropriate dress/appearance ***Remember your professor's appearance expectations

Note: Items on this sheet reflect common criteria necessary for effective speech delivery. They are NOT the exact requirements of your professor. The Communication Center recommends consulting with your professor for a full explanation of assignment expectations. It is also helpful to bring assignment criteria with you to appointments.