

Speech Evaluation: Organization



Evaluation Details

Evaluation For: _____ Evaluation By: _____

Speech Title: _____ Date: _____

Speaker's Objectives:

- Organize their thoughts into a logical sequence.
- Lead the audience to a clearly defined conclusion.

The speech should have a clear beginning, body, and end. Suggest a few basic ways to improve, but include lots of encouraging remarks. Use this form to prepare for your verbal evaluation.

Evaluation Notes

What was the purpose of the speech as you understood it?

How well did the introduction and conclusion support the purpose?

Did the speech have a clear opening, body, and conclusion? How do you know?

How well could you follow the speaker's logic?

How could the speech organization be made more effective?

1) _____

2) _____

What was the clearest part of the speech?

What strong points does the speaker have already? Provide two or three strengths if possible.

To end your evaluation, say: **Thank you for your speech, I look forward to hearing you speak again.**