

## Evaluation Guide: Organization

Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to the evaluator:** The purpose of this speech was for the speaker to organize his or her thoughts into a logical sequence, leading the audience to a clearly defined conclusion. The talk should be based on an outline with an opening, body and conclusion. Please make a verbal evaluation after the talk and answer the questions below in writing in the space provided:

What strong points does the speaker already have?

How well could you follow the speaker's logic?

What was the purpose of the speech as you understood it? How well did the conclusion support the purpose?

How was the supporting information used in the body of the speech?

How could the speech organization be made more effective?

What was the clearest part of the speech?

What did you like best about the presentation?