

**Niagara County 4-H Public Presentation
Speech Evaluation Guidelines**

Presenter Name: _____

DELIVERY	1	2	3	4	5
Introduction of topic	No introduction	Abrupt, unclear or insufficient introductions	General and adequate introduction, introduces topic to audience	Grabs audiences attention and interest, clear thesis statement; explains topic	Exceptional introductory statement, clear and concise thesis statement; related subject to audience; states main points of speech clearly with specific transition statements
Gestures	No use of appropriate gestures	Minimal use of appropriate gestures	Hand and body movements appropriate to content	Good use of gestures; normal, spontaneous and natural	Excellent use of gestures; normal and spontaneous; enhances specific points and transitions.
Conveys tone/mood	Does not convey mood or tone	Minimal conveyance of tone or mood	Uses voice to convey mood	Enhanced use of dramatic voice and tone; pulls audience	Excellent; Message is reinforced by voice; Persuasively engages audience; energy and emotion conveyed
Smoothness/Flow	Halting or abrupt transitions; lengthy pauses	Choppy, with some pauses	Smooth transitions; appropriate pace and pauses	Fluid delivery uses pauses effectively	Exceptional; fluid and natural; Smooth transitions; excellent use of pauses; well paced
Articulation	Many mispronounced words; Lacks clear enunciation throughout piece	Occasional mispronounced words; Some unclear words	Words generally pronounced clearly and correctly throughout piece; inflection appropriate	Excellent articulation ~ enunciates complex words clearly	Outstanding enunciation and pronunciation throughout piece; Excellent inflection and fluency in delivery
Appropriate Length	Consider the subject matter: Does the presentation adequately cover the topic in the time allotted? Could this presentation have used more or less time? Scoring 1 - 4 based proportionately on effective use of time.				Presenter uses adequate amount of time in proportion to subject matter; Not to exceed 15 minutes
Gets Point Across (Content/Message)	Audience gets no clear understanding of presentation; lots of rambling or confusion	Some rambling or filler; squeezing in too much info; lacking info	Information presented in an effective manner; Clear conveyance of speech thesis	Clear thesis emphasized and highlighted throughout speech	Outstanding ability to convey clear thesis; emphasized and highlighted throughout speech
Proper Equipment (note cards)	Reads speech	Relies on text to support presentation	Refers to notes for quotes, facts, and transitions	Minimal use of cards as cues	Amazing, very natural

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Conclusion	No concluding statement; abrupt ending	Simple closing statement, no conclusion	Simple concluding statement	Prepared audience for ending; clear concluding statement	Prepared audience for ending; reinforced central idea; clear ending with sense of completion.

SUBJECT	1	2	3	4	5
Appropriate for age and experience	Overly simple or too complex for age and experience	Somewhat suited to speaker's age and or experience	Well suited to age and experience of speaker	Challenges presenter; well executed	Challenges presenter; superior execution
Presentation stimulates audience interest	Lacks audience appeal	Some interest generated	Presentation engages audience and generates interest	Presentation engages audience and maintains interest throughout	Presentation has broad appeal and stimulates interest throughout
Appropriate understanding of subject	Lack clarity in understanding of topic	Conveys some understanding of subject	Clear evidence of understanding throughout presentation	Exhibits excellent grasp of information; adds opinion; handles questions	Superior grasp of information and explanation of complexities; Deftly handles questions
One main theme; logically organized	No logical sequences; random jumping around; irrelevant information	Some areas of disorder and confusion	Information pertains directly to topic; easy to understand	Interesting or creative organization of information	Excellent organization, clear yet concise, fully support opinions with facts
Content: Documented and researched	No main points given; no credible source; rambling statements	Main points vague; stated facts without citing sources; facts do not support thesis	Main points clear; appropriate use of facts to support position; sources cited	Main points clear; points well supported; sources cited; logical presentation of points and counter points, as appropriate	Main points clear; points fully supported and validated with research; Sources clearly cited; logical and well reasoned presentation of points; presents counterview points clearly; effective use of narratives and examples to support thesis

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Appearance	Not applicable	Usually not given	Usually not given ~ consider if shoes are untied, etc.	Well groomed; neat, clean, appropriate attire for public speaking. START HERE	Extra thought and effort given to appearance; dressed to coincide with topic of presentation; color coordinated; Went above and beyond general expectations
Eye contact	Does NOT establish eye contact	Seldom made eye contact; occasional eye contact	Established eye contact with one or two people in the audience; may gaze over the tops of the audience's heads	Established eye contact with entire audience; moved head to include more than one or two people	Excellent use of eye contact; Established and maintained eye contact with entire audience throughout presentation.
Voice volume & rate	Voice too soft, barely audible; rate too fast or too slow	Voice not clear; inconsistent rate; voice drops off	Voice clear, projects well, generally consistent rate; voice stays audible ~ does not drop off	Voice clear, distinct; projects well with appropriate volume and rate.	Voice very clear, distinct; projects and modulates tone to enhance specific points.
Posture	Slouching posture and/or leans consistently on table/podium	Slouches, leans, or is too stiff; Stands on one foot etc.	Stands straight and erect; communicates confidence; Does not use table or podium for support	Stands erect; professional demeanor, appropriate & effective movement; Uses podium only for notes; Moves away from podium occasionally	Confident, upright, relaxed; movement enhances presentation;. Uses podium only for notes and moves away from podium to make points
Poise	Appears nervous; Extremely uneasy, Distractive fidgeting mannerisms	Appears somewhat uneasy or nervous; Some fidgeting mannerisms	Appears generally calm and relaxed in front of audience; no fidgeting.	Appears calm, relaxed; conveys confidence and is comfortable in front of audience.	Appears calm, relaxed, personable; Engages audience with confident demeanor; very comfortable

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Enthusiasm inflection	Conveys boredom; lacks spark of enthusiasm	Some enthusiasm shown; needs much more	Presenter conveys personal interest and enthusiasm for piece	Clear enthusiasm shown throughout piece as shown in attitude and inflection	Infectious enthusiasm displayed and felt throughout piece as displayed in attitude and inflection
Fielded questions adequately	Unable to respond in any way to questions	Hesitant, unsure of answer. Lacks confidence in knowledge	Responds accordingly to question; Could respond with "I don't know"	Repeats the question; answers correctly. A response of "I don't know but will attempt to find out" is preferable	Repeats question, gives clear, accurate response; may use many responses if more than one question is asked; May show desire to seek out unknown answers or give possible sources

