

Name: _____

Speech Length: ___min ___ sec

INFORMATIVE SPEECH

Introduction

- /4
- Catchy opener that was *delivered effectively*
 - Statement that related the topic to the audience *directly* (Why should the audience listen?)
 - Established credibility (through nonverbal and verbal means)
 - Necessary background information
 - Preview main points
 - << *smooth* transition >>

Body

- /10
- Pattern:
 - Clear* main points
 - Adequate support? _____
 - Stats story quote-authority articles/books no reference to source
 - Refining technique (mnemonic, parallel phrasing, repetitious phrase, alliteration, ABC, catchy key words)
 - Effective* use of connective tissue in the body:
 - Signposts
 - Transitions
 - Internal previews and reviews

Conclusion

- /4
- Clear* indication that ending
 - Summary of main points
 - Catchy concluding statement
 - Delivered with closure – knew you were done with your speech

Nonverbal Delivery

- /8
- Walked *confidently* up to front & did not start speech while walking
 - Finished speech before walking & walked confidently back to seat
 - Good posture
 - Good use of floor space (and didn't pace)
 - Gestures enhanced speech (rather than detracted from it)
 - Good eye contact w/ entire audience
 - Good vocal variety, rate, volume, articulation, effective use of pauses