Assessment Tools

Tool 1: Group Report

Name	Comments & Suggestions
Group Leader:	Date:

Tool 2: Evaluation Form for Speeches with Elements of Humor

Name	Rating	Comments
	© © © © ©	
	© © © © ©	
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	© © © © ©	

Group Leader:	Date:

Tool 3: Discussion Memo

Discussion Topic:	
Define problem	
Analyze problem	
Establish criteria for solutions	
Generate potential solutions	
Select best solution	
Team Members:	
Team Leader:	Date:

Tool 4: Informative Speech Peer Evaluation Form

poor 2	-fair 3	-avera	ige 4-g	ood 5-excel
	•			
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
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hree p	ositive	comn	nents.	You can writ
Date:				
	poor 2 1 1 1 1 1 1 1 1 1 1 1 1	poor 2-fair 3 1	poor 2-fair 3-avera 1	poor 2-fair 3-average 4-g 1

Tool 5: Persuasive Speech Peer Evaluation Form

Speaker:					
Topic:					
Specific Purpose:					
Central Idea:					
Rate the speaker on each following point: 1-	poor 2-	-fair 3-a	verage	4-good	5-excelle
1. speaker appeared poised and credible:	1	2	3	4	5
2. topic selection proper:	1	2	3	4	5
3. introduction aroused interest:	1	2	3	4	5
4. main points easy to be identified:	1	2	3	4	5
5. testimony, examples, proofs, narratives, e	etc,				
well-used or reliable:	1	2	3	4	5
6. conclusion ended on a strong note:	1	2	3	4	5
7. language clear and concise:	1	2	3	4	5
8. speaker maintained strong eye contact:	1	2	3	4	5
9. speaker had sufficient vocal variety:	1	2	3	4	5
10.speech purpose achieved:	1	2	3	4	5
Critique and Suggestions (Please start with t either in English or Chinese):	hree po	ositive c	ommer	nts. You	can write
Rater:	Date:				

Speaker:			To	001 6:	speech	Evaluation Form					
Topic: Specific Purpose:											
Central Idea:											
Rate the speaker on each follow	ving p	oint:	1-	poor	2-f	air 3-average 4-good	5-exc	ellen	t		
INTRODUCTION						CONCLUSION					
Gained attention and interest	1	2	3	4	5	Prepared audience for ending	1	2	3	4	5
ntroduced topic clearly		2		4	5	Reinforced central idea	1	2	3	4	5
Established credibility		2		4	5						
Previewed body of speech	1	2	3	4	5	DELIVERY					
Related to audience	1	2	3	4	5	Maintained eye contact	1	2	3	4	5
						Used voice effectively	1	2	3	4	5
BODY						Used physical action effectively	1	2	3	4	5
Main points clear	1	2	3	4	5	Presented visual aids well	1	2	3	4	5
Main points fully supported	1	2	3	4	5						
Organization well planned	1	2	3	4	5	OVERALL EVALUATION					
Language accurate	1	2	3	4	5	Topic challenging	1	2	3	4	5
Language clear, concise	1	2	3	4	5	Specific purpose well chosen	1	2	3	4	5
Language appropriate	1	2	3	4	5	Speech adapted to audience	1	2	3	4	5
Connectives effective	1	2	3	4	5	Speech completed in time limit	1	2	3	4	5
Critique and Suggestions (either What did the speaker do most e			or C	hines	 e):						
What should the speaker pay sp	ecial	atten	tion	to ne	kt time i)					

Rater: ______ Date: _____

Tool 7: Self-Assessment Checklist

a good preparation (data-collecting, audience analysis, brainstorming,
topic selection, script-writing, preparing visual-aids, rehearsing, etc)
a clear and definite message
a logical development of ideas
a fluent and accurate use of language
a dynamic opening that captures audience attention
an effective eye-contact
a well-paced presentation
a well-modulated voice
a rapport with audience members
fresh material that holds audience attention
a well-practiced speech, acted with spontaneity rather than read or
memorized
an effective use of humor
an effective use of visual aids in presentations
an uncontrived genuine closing that touches or motivates audience
members
a good time-management