

For each section, please circle the statement which you think applies and write the numerical score in the space at the right of the sheet

A. CONTENT AND ORGANISATION

- | | | | |
|----|---|---|--|
| 1. | <u>Awareness of audience knowledge and interests</u>
Clear statement of the purpose of the talk and how it related to your interests.
10 9 8 (7) 6 5 4 3 | Weak introduction.
2 1 0 | No statement of the purpose of the talk or how it is related to your interests.
Score _____ |
| 2. | <u>Pacing of material</u>
Ideas and facts too thinly spread. Boring.
0 1 2 3 4 5 6 7 8 9 | Ideas and facts well paced: easy to follow.
10 9 8 (7) 6 5 | Ideas and facts too densely packed. Confusing.
4 3 2 1 0 Score _____ |
| 3. | <u>Amount of material</u>
Too little (under-ran time).
0 1 2 3 (4) | Satisfactory.
5 4 3 | Too much (over-ran time).
2 1 0 Score _____ |
| 4. | <u>Clarity and organisation</u>
Material logically organised and coherent.
10 9 8 (7) 6 | Material weakly organised.
5 4 3 | Material badly organised.
2 1 0 Score _____ |
| 5. | <u>Theme/Dramatic shape</u>
Speaker explained how time was organised and/or gave it some dramatic shape and theme.
5 4 | (3) 2 | Speaker did not explain how talk was organised. Shapeless talk.
1 0 Score _____ |
| 6. | <u>Emphasis</u>
Speaker emphasised important points as he went along.
5 (4) 3 | Inadequate emphasis.
2 1 | Speaker did not emphasise important points.
0 Score _____ |
| 7. | <u>Summary</u>
Excellent summary of main points.
5 4 3 | Inadequate summary.
(2) 1 | No summary of main points.
0 Score _____ |

Maximum possible marks on Content and Organisation: 50 TOTAL SCORE 36

B. THE SPEAKER

- | | | | | |
|-----|---------------------------------------|--------------------|------------|----------------|
| 8. | <u>Audibility</u>
Clear. | Difficult to hear. | Inaudible. | Score <u>5</u> |
| | 5 4 | 3 2 | 1 0 | |
| 9. | <u>Quality</u>
Lively/Varied tone. | Satisfactory. | Dull. | Score <u>5</u> |
| | 5 4 | 3 2 1 | 0 | |
| 10. | <u>Speed</u>
Too fast. | About right. | Too slow. | Score <u>1</u> |
| | 0 1 | 2 1 | 0 | |
| 11. | <u>General manner</u>
Agreeable. | Satisfactory. | Poor. | Score <u>5</u> |
| | 5 4 | 3 2 1 | 0 | |

12. Posture
Awkward and tense. 0 1 2 3 4 5 6 7 8 9 10
Relaxed. 1 2 3 4 5 6 7 8 9 10
Sloppy. 1 2 3 4 5 6 7 8 9 10
Score 3
13. Movement
Too Static. 0 1 2 3 4 5 6 7 8 9 10
OK. 1 2 3 4 5 6 7 8 9 10
Too much. 1 2 3 4 5 6 7 8 9 10
Score 1
14. Gestures
Effective/natural. 3 4 5 6 7 8 9 10
Satisfactory. 1 2 3 4 5 6 7 8 9 10
Awkward. 0 1 2 3 4 5 6 7 8 9 10
Score 2
15. Eye contact
Insufficient. 0 1 2 3 4 5 6 7 8 9 10
Satisfactory. 1 2 3 4 5 6 7 8 9 10
Too much. 1 2 3 4 5 6 7 8 9 10
Score 2

Write minus scores if speaker:

Read talk from script (minus 5) -5
Was too note-bound (minus 4)
Lost track in notes (minus 3)

Maximum possible marks on Speaker: 30 TOTAL SCORE: 19

C. USE OF VISUAL AIDS

16. Positive use of visual aids (blackboard, slides, film, exhibits, demonstrations, etc.)
Add marks – up to 4 per item, maximum + 20:

- (a) Helped to emphasise important points. +3
(b) Helped to pace material. +2
(c) Legible/Clearly visible. +1
(d) Right amount of detail. +1
(e) Added interest to talk. +3
(f) Adequate time allowed for us to see. +2
(g) Other. (Specify)

SCORE: + 11

17. Damaging use (or lack) of visual aids
Subtract marks – up to 4 per item, maximum – 20:

- (a) Distracted attention from the talk.
(b) Slowed the talk down too much.
(c) Illegible/hard to see. Black on blue & bit hard to read -3
(d) Too much detail.
(e) Added nothing to the talk/Boring.
(f) Inadequate time for us to see.
(g) Talk badly needed visual aids. (Specify which sort)

SCORE: - 3

Maximum possible marks on Visual Aids: 20 TOTAL SCORE: +8

Speaker and Visual Aids Score weighted to 30%:

27/30 = 16/30

COMMENTS:

GRAND TOTAL SCORE (Maximum 100) _____