

BUSO 26: Oral Communication for Business
Speech #1: Personal Experience

Name: _____ Date: _____

Topic: _____

Goal: _____

Grading: 1= Excellent; 2= Above Average; 3 = Average; 4 = Needs work

Delivery:

- 1 2 3 4 Handled nervousness with poise and confidence
- 1 2 3 4 Maintained eye contact with audience
- 1 2 3 4 Used extemporaneous delivery method
- 1 2 3 4 Avoided verbal fillers and distracting gestures/actions
- 1 2 3 4 Used appropriate volume and speaking rate
- 1 2 3 4 Used proper grammar, syntax, and vocabulary
- 1 2 3 4 Conformed to time limit
- 1 2 3 4 Dressed professionally

Speech:

- 1 2 3 4 Speech was well prepared and well rehearsed
- 1 2 3 4 Speech included an opening, body, and closing
- 1 2 3 4 Information was well organized
- 1 2 3 4 Visual aid related to topic and was easy to see and understand

Speech Points: _____

Deduction for make up speech or missing outline: _____

Time: _____

Total Points: _____ /100

BUSO 26: Oral Communication for Business
Speech #2: Training Speech

Name: _____ Date: _____

Topic: _____

Goal: _____

Grading: 1= Excellent; 2= Above Average; 3 = Average; 4 = Needs work

Delivery:

- 1 2 3 4 Handled nervousness with poise and confidence
- 1 2 3 4 Maintained eye contact and good audience focus
- 1 2 3 4 Used extemporaneous delivery method
- 1 2 3 4 Avoided verbal fillers and distracting gestures/actions
- 1 2 3 4 Used natural and appropriate gestures to enhance, explain, or emphasize points
- 1 2 3 4 Used appropriate volume and speaking rate
- 1 2 3 4 Used proper grammar, syntax, and vocabulary
- 1 2 3 4 Conformed to time limit
- 1 2 3 4 Dressed professionally

Speech:

- 1 2 3 4 Speech was well prepared and well rehearsed
- 1 2 3 4 Introduction gained attention, set tone, and introduced topic
 -- Used startling statement, question, story, quote, or _____
- 1 2 3 4 Body information was logically organized
- 1 2 3 4 Information related to audience needs and interests
- 1 2 3 4 Conclusion reinforced main point and wrapped up speech
 -- Used summary, story, appeal to action, or emotional impact
- 1 2 3 4 Visual aid enhanced information; speaker focused on audience, not visual aid

Speech Points: _____

Deduction for make up speech or missing outline: _____

Time: _____ **Ahs/Ums:** _____

Total Points: _____ /100

BUSO 26: Oral Communication for Business
Speech #3: Informative Presentation

Name: _____ Date: _____

Topic: _____

Goal: _____

Grading: 1= Excellent; 2= Above Average; 3 = Average; 4 = Needs work

Delivery:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Handled nervousness with poise and confidence; maintained eye contact and audience focus |
| 1 | 2 | 3 | 4 | Used extemporaneous delivery method |
| 1 | 2 | 3 | 4 | Avoided verbal fillers and distracting gestures/actions |
| 1 | 2 | 3 | 4 | Used natural and appropriate gestures to enhance, explain, or emphasize points |
| 1 | 2 | 3 | 4 | Used appropriate volume and speaking rate |
| 1 | 2 | 3 | 4 | Conformed to time limit |
| 1 | 2 | 3 | 4 | Dressed professionally |

Speech:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Speech was well prepared, well researched, and well rehearsed |
| 1 | 2 | 3 | 4 | Main point was clearly stated and repeated during speech |
| 1 | 2 | 3 | 4 | Introduction gained attention, set tone, and introduced topic
-- Used startling statement, question, story, quote, or _____ |
| 1 | 2 | 3 | 4 | Information was logically organized; clearly explained and defined |
| 1 | 2 | 3 | 4 | Speaker explained information using examples, statistics, anecdotes, etc. |
| 1 | 2 | 3 | 4 | Speaker stressed relevance through timeliness, proximity, and seriousness |
| 1 | 2 | 3 | 4 | Conclusion reinforced main point and wrapped up speech
-- Used summary, story, appeal to action, or emotional impact |
| 1 | 2 | 3 | 4 | Visual aid enhanced information; speaker focused on audience, not visual aid |

Speech Points: _____

Deduction for make up speech or missing outline: _____

Time: _____ **Ahs/Ums:** _____

Total Points: _____ /100

BUSO 26: Oral Communication for Business
Speech #4: Persuasive or Motivational Speech

Name: _____ Date: _____

Topic: _____

Goal: _____

Grading: 1= Excellent; 2= Above Average; 3 = Average; 4 = Needs work

Delivery:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Handled nervousness with poise and confidence; Maintained eye contact and audience focus |
| 1 | 2 | 3 | 4 | Used extemporaneous delivery method |
| 1 | 2 | 3 | 4 | Avoided verbal fillers and distracting gestures/actions |
| 1 | 2 | 3 | 4 | Used natural and appropriate gestures to enhance, explain, or emphasize points |
| 1 | 2 | 3 | 4 | Used appropriate volume and speech rate; exhibited vocal variety and enthusiasm |
| 1 | 2 | 3 | 4 | Conformed to time limit |
| 1 | 2 | 3 | 4 | Dressed professionally |

Speech:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Speech was well prepared, well researched, and well rehearsed |
| 1 | 2 | 3 | 4 | Main point was clearly stated and repeated during speech |
| 1 | 2 | 3 | 4 | Introduction gained attention, set tone, and introduced topic
-- Used startling statement, question, story, quote, or _____ |
| 1 | 2 | 3 | 4 | Information was logically organized; clearly explained and defined |
| 1 | 2 | 3 | 4 | Speaker explained information using examples, statistics, anecdotes, etc. |
| 1 | 2 | 3 | 4 | Speaker stressed relevance through timeliness, proximity, and seriousness |
| 1 | 2 | 3 | 4 | Speaker supported points with both logical and emotional arguments |
| 1 | 2 | 3 | 4 | Conclusion reinforced main point and provided an appeal to action or emotional impact |
| 1 | 2 | 3 | 4 | Visual aid enhanced information; speaker focused on audience, not visual aid |

Speech Points: _____

Deduction for make up speech or missing outline: _____

Time: _____ **Ahs/Ums:** _____

Total Points: _____ /200 = _____ %

Writing Assignment: Speaker Evaluation

Student's Name: _____

Speaker's Name: _____

Date of Speech: _____

Briefly outline the main points of the speech.

Main Idea: _____

Point 1 _____

Point 2 _____

Point 3 _____

The Goal

Was the overall goal to inform, to entertain, or to persuade? _____

What was the specific goal? _____

The Content

Were the main points made up of facts or opinions? _____

Was the speech well organized and were the points relevant? _____

The Speaker

What made the speaker credible? _____

How well did the speaker use gestures or visual aids? _____

How would you rate the speaker's vocal variety and enthusiasm? _____

How well did the speaker focus on the audience and connect with them? _____

Did the speaker seem well prepared and comfortable? _____

→ → **Report:** Attach a separate sheet with a typed report giving your overall impression of the speaker and the speech. Use the answers to the questions on this sheet for ideas and to refresh your memory. The opening paragraph should briefly state your assessment of the speaker's skills. The body (the next 2 to 4 paragraphs) should support your observations with specific examples. Discuss gestures, voice, organization, audience focus, etc. Finally, the closing paragraph should briefly summarize your evaluation. **The entire report will be less than one page.**