

**INFORMATIVE SPEECH
SPEAKER REVIEW SHEET**

Speaker _____

OUTLINE (10) full sentences 3 main points overview statement

KNOWLEDGE - ORGANIZATION - TRANSITIONS(20)

VISUAL AID PRESENTATION AND APPEARANCE (15) neat visible helpful

INTRODUCTION AND OVERVIEW STATEMENT (10) interesting and clear

VOICE QUALITY AND VOLUME (10) easy to listen to and clear. No mumblers head up

GESTURES, STANCE, AND EYE CONTACT (15) looking at your audience not the NC

WORD CHOICE (10) ums ahs likes pauses etc..

CONCLUSION (10) no new information

SCORE _____ **DEDUCTIONS** _____ **ADDITIONS** _____

5 points deducted for every 15 seconds short of 3 minutes
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TOTAL SCORE _____

Print this page at home and bring it on your speech day to receive 3 bonus points