Name:_________________________________ Time:____________________________

**Introduction**

- _____Grabbed the audience’s attention
- _____Explained topic relevance for the audience
- _____Thesis statement
- _____Preview of main points

**Conclusion**

- _____Summary
- _____Review of main points

**Organization/Body**

- _____Clear organizational pattern
- _____Main points fully developed
- _____Appeals to this audience
- _____Creative use of language
- _____Smooth and clear transitions

**Visual Aid**

- _____Appropriateness to topic
- _____ Appropriately designed
- _____ Appropriately integrated in speech

**Supporting Material**

- _____Balanced over main points
- _____Variety of support types
- _____Credible sources
- _____Proper oral citations

**Delivery**

- **Verbal**
  - _____Extemporaneous
  - _____Expressive & dynamic
  - _____Appropriate volume, rate, & pitch
  - _____Articulation & pronunciation
  - _____Minimal vocal fillers (um, uh, like, etc.)
- **Nonverbal**
  - _____Eye contact
  - _____Facial expression
  - _____Purposeful gestures & movement
  - _____Good posture
  - _____Appropriate dress/appearance  ***Remember your professor’s appearance expectations

Note: Items on this sheet reflect common criteria necessary for effective speech delivery. They are NOT the exact requirements of your professor. The Communication Center recommends consulting with your professor for a full explanation of assignment expectations. It is also helpful to bring assignment criteria with you to appointments.

Communication Center | James Madison University | Wilson Hall 4th Floor | http://jmu.edu/commcenter
Handout created by Michelle Moreau, Sept., 2004