

OUTLINE OF EVALUATION

		COMMENDATIONS (PROS)	RECOMMENDATIONS (CONS)	
Opening remarks				
	* addressed to Speaker			
	* impressions, goals fulfilled?			
	CONTENT			
Address to audience				Examples, if possible
	DELIVERY			
Concluding remarks				
	* addressed to Speaker			
	* summarize points made			
	* upbeat ending			

CONTENT		DELIVERY
DEVELOPMENT		PHYSICAL
Structure		Appearance
Organization		Gestures
Support material		Eye-contact
		Animation
EFFECTIVENESS		VOICE
Achievement of purpose:		Flexibility
Manual		Rhythm
Speech		Volume
Interest, reception		Clarity
Humour		MANNER
APPROPRIATENESS		Directness
To audience		Assurance
To purpose		Enthusiasm
		APPROPRIATENESS
VALUE		To audience
		To purpose
		WORDS
	Ideas	Grammar
	Logic	Pronunciation
	Originality	Choice