

General observations	Comments/examples/recommendations
Was the speech from the manual? If so which project and title?	
What was the specific purpose of the speech? eg to inform, persuade, inspire, entertain?	
Was the opening clear and memorable?	
Was the speech well organised?	
Were notes used?	
Were transitions in the speech from one part to another smooth?	
Was the use of language good – clear, concise, specific, vivid?	
Was the vocal range good – volume, pitch, pauses?	
Was eye contact good? Did it involve the listeners?	

Were gestures meaningful and natural?	
What was particularly impressive about the speech?	
Were visual aids appropriate and correctly used?	
What was the overall effect of the speech?	
Did the speech have a good conclusion?	
What were the specific objectives?	
Were these objectives met?	
Continue to next project in manual?	
Other comments and recommendations?	