

Name _____ Hour _____

INFORMATIVE SPEECH	1	2	3
INTRODUCTION			
Attention Getter	Minor attempt made to gain audience's attention (Hi, my name is...)	Attention getter exists.	Attention getter is clear and thought provoking.
Motivator	Audience lacks motivation to listen.	Audience is given a reason to listen.	Audience is highly motivated to listen.
Assertion	Purpose of speech is stated using "My speech is about ..."	Purpose of speech is stated without "My speech is about ..."	Purpose of speech is stated creatively and clearly.
Preview	Audience knows there are main points.	Audience is given three main points.	Audience is given three main points clearly and concisely.
BODY			
Main Point #1	Main point is stated - at least 3 facts.	Main point is stated without saying "the first main point is..." 4+ facts.	Main point is presented clearly and suits the topic of the speech 5+ facts.
Main Point #2	Main point is stated - at least 3 facts.	Main point is stated without saying "the second main point is..." 4+ facts.	Main point is presented clearly and uses a transition (second, next, now) 5+ facts.
Main Point #3	Main point is stated - at least 3 facts.	Main point is stated without saying "the third main point is..." 4+ facts.	Main point is presented clearly and uses a transition (third, next, finally) 5+ facts.
Organizational Pattern	An organizational pattern exists.	The organizational pattern chosen for the main points SUITS the topic.	The organizational pattern chosen for the main points IDEAL for the topic.
CONCLUSION			
Review of Main Points	Audience knows there were main points	Audience is reminded of three main points starting with "My main points were..."	Audience was reminded of three main points clearly and concisely.
Closing Statement	Minor attempt is made to give speech closure (the end, thank you).	Closing statement is clear.	Closing statement is clear and thought provoking.
PREPARATION			
Use of class time	All work is completed, but student was off task during work time or unprepared.	All work is completed.	All work is completed neatly and with effort.
Outline	Outline is completed including an introduction, body and conclusion.	Outline is completed, including introduction, body and conclusion; has three or less errors.	Outline is completed and is formatted correctly on final note cards.
Time	Student is under or over time frame by more than 30 seconds.	Student is within 30 seconds of assigned time frame.	Student is within timeframe.
DELIVERY			
Voice (volume/exp, rate)	Student can be heard some of the time.	Student can be heard most of the time and used expressions 50% +	Student can be heard for the entire speech and is enthusiastic.
Eye Contact	Student looks up/around the room at least 50% of the time.	Student looks up/around the room most of the time.	Student looks up/around the room consistently.
Visual Aid	Student has a visual aid.	Student refers to visual aid during speech.	Student uses visual aid to enhance understanding of main points.
Poise	Student fidgets, giggles and pauses 50% of the time.	Student is controlled 75% of the time.	Student is controlled and calm.