

Evaluation-Sheet for Speaking

Tick the appropriate boxes.

presenter		excellent	but could do better	not bad	must do better	Date
Topic						
eye contact	speaking freely, every listener feels addressed					reading off the page, (some) listeners ignored
facial expression	natural, open, relaxed, friendly ♥ smiling ☺					tense, unfriendly, expressionless, frozen
posture, gestures	smooth, fluent movement, upright; establishing rapport with the audience					hands in pockets, leaning, slouching, sitting
voice	natural, varied tone and volume					dull, (too) soft, monotonous [-'---], no intonation
clarity	fluent, understandable, good articulation, well-placed pauses					halting, hesitant, hurried, no pauses
vocabulary / syntax	idiomatic, understandable and appropriate vocabulary, well-structured syntax					lots of unknown hard words, long sentences
grammar	perfectly correct and plausible					incorrect, blunders, (bits are) incomprehensible
pronunciation	consistently (near-) native (AE, BE etc.)					rather continental
structure	clear outline, preview and review, frequent reference to it					neither pre- nor review, no orientation, going nowhere
knowledge	well-informed speaker, broad background knowledge					wrong, imprecise, irrelevant, questions remain unanswered
interest	firmly based on common knowledge and adding to it					too little or too much new information
advice on taking notes	timely and clear, manageable worksheet					too little, too late, misleading, too much 'stuff'
visual or audio-aides	chalk and board, transparencies, computer, projector, handouts, list of essential vocabulary					illegible, too much to read, font too small; too many items of vocabulary
interaction	questions and answers to engage the audience					one-way communication throughout
reinforcement	quiz or test on the presentation afterwards					no effort at making the message memorable
How your performance would rate on a scale of 15 points						?