

Extemporaneous Speech Checklist

Presenter's Name _____

Directions: Circle the appropriate rating. Rating scale: 5 - high degree, 3 - somewhat, 1 - low degree, 0 - not at all

To what extent did the speaker:

- | | | | | |
|---|---|---|---|---|
| 5 | 3 | 1 | 0 | Tailor his/her talk to the interests of the audience? |
| 5 | 3 | 1 | 0 | Introduce him/herself? |
| 5 | 3 | 1 | 0 | Open his speech (why he/she was there, identify the main topic)? |
| 5 | 3 | 1 | 0 | Make use of illustrations or visual aids? |
| 5 | 3 | 1 | 0 | Look comfortable in front of the group? |
| 5 | 3 | 1 | 0 | Make good eye contact? |
| 5 | 3 | 1 | 0 | Speak at a good pace (120-180 wpm) and enunciate clearly? |
| 5 | 3 | 1 | 0 | Use good volume and vary the pitch of his/her voice (i.e., avoid a monotone)? |
| 5 | 3 | 1 | 0 | Speak enthusiastically? |
| 5 | 3 | 1 | 0 | Not use inappropriate terms and fillers (ah, um, etc.)? |
| 5 | 3 | 1 | 0 | Present information in a logical order? |
| 5 | 3 | 1 | 0 | Transition between topics or ideas? |
| 5 | 3 | 1 | 0 | Not use nervous gestures (clicking pen, jingling coins, etc.)? |
| 5 | 3 | 1 | 0 | Use good body language (eye contact, movement, facial expression)? |
| 5 | 3 | 1 | 0 | Use emphasis where necessary and to give variety to the delivery? |
| 5 | 3 | 1 | 0 | Prepare his/her talk (know his/her subject, deliver it smoothly)? |
| 5 | 3 | 1 | 0 | Conclude-summarize what he/she told the audience? |
| 5 | 3 | 1 | 0 | Close (thank the audience, repeat opening sentence, etc.)? |

Total points: