Self Evaluation 1 and 2

Your task is to review your informative speech and to reach a full, objective assessment of its major strengths and weaknesses. Write a thoughtful evaluation of the speech in full-sentence and paragraph form with an introduction and a conclusion.

Be specific and concrete in your comments. Note in particular the areas in which you believe you did especially well and those areas in which you want to make special improvement in the next speech. If visual aids were required/ or used discuss your use of the visual aids focusing on areas of strength and areas for improvement. Explain why you had difficulty with certain aspects of this speech and indicate the specific steps you will take to improve your next presentation.

Use the following questions to guide your self-assessment, though you do not need to answer each question individually in your paper. Select at least one question from each of the headings. Be specific and concrete in your comments. If the speech was taped be sure to review the tape before writing the paper. If the speech was not taped please review your thoughts about the speech soon after presenting it while it is fresh in your mind. This paper should be approximately 1 to 1.5 pages; it should be typed in 12 point font, double spaced and checked for both spelling and grammar.

**Topic and Purpose**
- Was the topic appropriate for the audience and the occasion?
- Did you have a clear specific purpose that you could accomplish in the allotted time?

**Organization**
- Was the speech well organized?
- Did you fulfill all the major functions of a speech introduction?
- Did you fulfill all the major objectives of a speech conclusion?
- Were the main points of the body clear and easy to follow?
- Did you use connectives/transitions effectively?

**Supporting Materials, Audience Adaptation, and Language**
- Did you conduct adequate research when preparing the speech?
• Did you adapt your speech so it would be relevant and interesting to your audience?

• Did you follow the criteria in your textbook and lecture for the effective use of supporting materials?

• Did you make a conscious effort to use clear, nontechnical language?

**Delivery and Visual Aids**

• Did you spend a significant amount of time practicing with your note cards so that you were familiar with your speech?

• How many times did you practice before presenting it to the class?

• Did you practice in front of a mirror or another audience before presenting the speech to the class?

• Did you begin and end your speech without rushing?

• Did you use pauses, rate, pitch, and vocal variety effectively in delivering the speech?

• Did your physical action add to or detract from the speech?

• Did you maintain strong eye contact throughout the speech?

• If you used visual aids, were they carefully prepared and smoothly integrated into the speech?

• Did you follow the guidelines in lecture for presenting visual aids?

**Overall Assessment**

• What were you most pleased with in the speech? What were you least pleased with?

• If you had an opportunity to deliver this speech again next week, what changes would you make? Be specific.