

Self-Assessment: Speech

Name _____ Date _____

Directions to the Student: When you speak before a group, your goal is to present information to your listeners in an interesting way. When you give a speech, you usually want your words to persuade listeners to believe or do something. Use this sheet to evaluate your speaking techniques and to assess your ability to compose and deliver an effective speech.

Circle the word that best applies to your speaking habits and techniques.

1. I look forward to speaking before a group. never occasionally always
2. I plan what I'm going to say before I begin to speak. never occasionally always
3. I speak in a clear, confident voice. never occasionally always
4. I use language and gestures that are appropriate to the occasion, audience, and purpose. never occasionally always
5. I engage listeners by making eye contact. never occasionally always
6. When I have to give a speech, I prepare in the following ways:
____ I do the necessary research to speak intelligently on my topic.
____ I consider my audience and purpose when choosing anecdotes, facts, details, and quotes to include in my speech.
____ I organize my ideas in a way that will be clear to follow.
____ I decide on an appropriate opening statement, quotation, joke, or anecdote that will "hook" listeners.
____ I rehearse my speech to improve my performance.
7. I recently gave a speech on _____
_____.
8. The best part of my speech was _____
_____.
9. The part that listeners seemed to like the best was _____
_____.
10. If I were to give that speech again, I would make it better by _____
_____.