

Guidelines for Evaluating Impromptu Speeches

Structure of Oral Evaluation

When you give oral feedback on impromptu speeches, you may structure your 3-to-4-minute evaluation into four parts:

- (1) Opening
- (2) What the speaker did well (2-3 points)
- (3) What the speaker could work on for the next speech (2-3 points)
- (4) Closing

Aspects of Speech to Evaluate

You can consider the following aspects of the impromptu speech:

- (1) Content and Organization:**
 - Was the content relevant, interesting and captivating?
 - Was the speech logical and well-structured?
- (2) Clarity:**
 - Was spoken language clear and easily understood?
- (3) Comfort level:**
 - Did the speaker appear confident, comfortable and at ease?
- (4) Eye contact:**
 - Did the speaker look at you sufficiently?
- (5) Vocal variety:**
 - Did the speaker use tone, speed and stress purposefully?
- (6) Gestures:**
 - Did the speaker use gestures and body movement effectively?