**COM210: Speech Feedback Form** (updated 2022 for improved inclusivity)

(Adopted by C. Knopf from the Nat Comm Assoc’s Competent Speaker Evaluation Form & the NCA Eight Public Speaking Competencies & Criteria for Assessment. NCA © 2007.)

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| --- | --- | --- | --- | --- |
| *See page 2 for descriptions of unsatisfactory, satisfactory, & excellent achievement of each category* | Unsatisfactory*0-6 pts* | Satisfactory7-14 pts | Excellent15-20 pts | comments |
| **SLO 1** Chooses/narrows a topic appropriately for the audience & occasion and communicates the specific purpose/thesis accordingly  |  |  |  |  |
| **SLO 2** Provides supporting material (incl presentation aids as needed) appropriate for the audience and goals, with proper oral citation  |  |  |  |  |
| **SLO 3** Uses an organizational pattern, including transitions, appropriate to the topic, audience, occasion & purpose |  |  |  |  |
| **SLO 4** Uses language appropriately & effectively. |  |  |  |  |
| **SLO 5** Uses vocal variety in rate, pitch & intensity to heighten/maintain interest, and uses physical behaviors that support the verbal message |  |  |  |  |

**General Comments:**

**Summative Score of Five SLOs \_\_\_\_\_\_\_/100**

*NOTE: Point totals/distribution can be adjusted to reflect individual preferences in grading schemes*

SLO1

**★ Excellent:** Speaker presents a topic &/or focus exceptionally appropriate for the purpose, time constraints, and audience, and communicates the specific purpose/thesis in a way that all audience members are likely to clearly and easily understand the speech’s purpose

**✓ Satisfactory:** The speaker presents a topic &/or focus appropriate for the purpose, time constraints, and audience, and communicates the specific purpose/thesis in a way that at least most audience members are likely to understand the speech’s purpose

**🢜 Unsatisfactory:** The speaker presents a topic &/or focus not appropriate for the purpose, time constraints, or audience, and the majority of the audience may have difficulty understanding precisely the speech’s purpose

SLO2

**★ Excellent:** The supporting material is unarguably linked to the thesis of the speech, and is of such quality that it decidedly enhances the credibility of the speaker and the clarity of the topic

**✓ Satisfactory:** Supporting material is logically linked to the thesis of the speech, and is of such quality that it adds a measurable level of interest to the speech

**🢜 Unsatisfactory:** Supporting material is only vaguely related to the thesis of the speech, and the variety is either too great or too little to do anything to make the speech particularly effective

SLO 3

**★ Excellent:** The speaker uses an exceptional introduction that engages the audience and conclusion that clearly reflects speech content, & speech body that provides an exceptionally clear and logical progression within and between ideas

**✓ Satisfactory:** The speaker uses an appropriate introduction that engages most of the audience and conclusion that adequately reflects speech content, & speech body that provides a reasonably clear progression within and between ideas

**🢜 Unsatisfactory:** The speaker fails to use an introduction that engages the audience or conclusion that reinforces speech content, and fails to provide a logically organized speech body

SLO 4

**★ Excellent:** The speaker chooses language appropriate and sensitive to the audience, language that enhances audience comprehension and enthusiasm for the speech, and language that adds a measure of creativity.

**✓ Satisfactory:** The speaker chooses language appropriate to the audience, and language that is reasonably clear and vivid.

**🢜 Unsatisfactory:** The speaker uses unclear or inappropriate language that is marked by jargon and/or insensitive terminology.

SLO 5

**★ Excellent:** The speaker makes exceptional use of vocal variety in a conversational mode that is well-paced and easily heard, and speaker demonstrates exceptional posture, gestures, bodily movement, facial expressions, and eye contact that support the verbal message.

**✓ Satisfactory:** The speaker makes acceptable use of vocal variety in a conversational mode, showing only limited weakness in pace, volume, or pitch that does not detract from the overall quality, and speaker demonstrates acceptable posture, gestures, facial expressions, and eye contact that generally support and/or do not detract from the verbal message.

**🢜 Unsatisfactory:** The speaker cannot be heard or understood (maybe because frequent nonfluencies/disfluencies interfere with the message), and the speaker fails to use acceptable postures, gestures, facial expressions, or eye contact with nonverbal behaviors that are incongruent with or that detract from the verbal message.