

Assessment

Scoring Guide: Student Checklist

Students: Your speech will be evaluated in four areas—ideas and content, organization, language and delivery. Below are statements summarizing the skills you need to demonstrate in each area. Use this checklist as you prepare your presentation.

Ideas and Content

- My speech has a clear purpose and main ideas stand out.
- I use clear details that support the main ideas.
- I am familiar with my topic.
- I have thought about my audience. I have tried to make my message clear to my audience.

Organization

- My presentation is easy to follow.
- I tell things in an order that makes sense.
- I have an effective beginning, middle and end.
- My conclusions are clear and valid.
- My transitions flow smoothly.

Language

- I choose words that are expressive and accurate.
- I use proper grammar.
- I use humor when appropriate or words to convey the seriousness of my topic when appropriate.

Delivery

- I make eye contact with the audience.
- I speak at an appropriate speed and volume and my voice is energetic.
- I speak fluently without unnecessary fillers like “um” or “like.”
- My body language matches the tone of the speech and does not distract the audience.