

# Impromptu Public Speaking Score Sheet

Name: \_\_\_\_\_ Title of Talk: \_\_\_\_\_

ITEMS TO BE SCORED	POINTS EARNED	COMMENTS
<b>General Appearance: (5 Points)</b> <ul style="list-style-type: none"> <li>• Posture</li> <li>• Appropriate Dress</li> <li>• Visible Distractions</li> </ul>		
<b>Introduction: (10 Points)</b> <ul style="list-style-type: none"> <li>• Attention getting</li> <li>• Opening introduces purpose and subject</li> </ul>		
<b>Body: (25 Points)</b> <ul style="list-style-type: none"> <li>• Main points easy to follow</li> <li>• Main points arranged in best order</li> <li>• Sentences short, easy to understand</li> <li>• Speech interesting</li> <li>• Appropriate supporting information</li> </ul>		
<b>Projection to Audience: (10 Points)</b> <ul style="list-style-type: none"> <li>• Eye contact</li> <li>• Facial expressions</li> <li>• Gestures</li> </ul>		
<b>Voice Control: (10 Points)</b> <ul style="list-style-type: none"> <li>• Pitch</li> <li>• Temp</li> <li>• Inflection</li> <li>• Emphasis</li> <li>• Volume</li> </ul>		
<b>Articulation: (15 Points)</b> <ul style="list-style-type: none"> <li>• Pronunciation and Enunciation</li> </ul>		
<b>Language Effectiveness: (10 Points)</b> <ul style="list-style-type: none"> <li>• Appropriate Words</li> <li>• Skill in using meaningful quotes</li> </ul>		
<b>Summary: (10 Points)</b> <ul style="list-style-type: none"> <li>• Stress important points</li> <li>• Has definite closing</li> </ul>		
<b>Overall Quality: (5 Points)</b> <ul style="list-style-type: none"> <li>• Originality</li> <li>• Skill in use of notes</li> <li>• Topic coverage</li> </ul>		
<b>Total Score: (100 Points)</b>		

Time: Start \_\_\_\_\_ Finish \_\_\_\_\_ Total minutes \_\_\_\_\_  
(2021)