

Impromptu Speech Assessment Checklist

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Rankings: E = Excellent, VG = Very Good, G = Good, F = Fair, NI = Needs Improvement

Criteria	E	VG	G	F	NI
Delivery					
Voice					
Pausing Before Starting					
Volume					
Body Language					
Eye Contact					
Smiling					
Facial Expressions					
Gestures					
Arms					
Posture					
Legs					
Moving					
Artifacts					
Appearance					
Content					
Organization					
Introduction					
Attention Getter					
Main Points					
Closing					
Conclusion					
Persuasion					
Persuasiveness					
Language					

Grammar					
Effective Use of Jargon					
Word Selection					
Slides					
Slide Format					
Images					
Animation					
Graphs					
Slide Presentation					
Projector Management					
General					
Topic Quality					
Informativeness					
Preparedness					
Enthusiasm					
Style					
Audience Adaptation					
Time Management					