

UCA Writing Center



Speech Delivery Check Sheet

Yes	No	The speaker's posture made her/him seem confident.
Yes	No	The speaker made adequate eye contact.
Yes	No	The speech was delivered extemporaneously (prepared, delivered from notes as necessary, but not memorized and not read from a manuscript).
Yes	No	The speaker referred to her/his notes only when necessary.
Yes	No	The speaker avoided reading any part of her/his notes, except quotes and statistics.
Yes	No	The speaker kept the notes discreet and unobtrusive.
Yes	No	The speaker's facial expressions were varied and appropriate (NOT strained, agitated or completely devoid of emotion).
Yes	No	The speaker used gestures purposefully to draw attention to important points.
Yes	No	The speaker avoided shuffling, fidgeting, sniffing, wiping her/his brow, pulling at clothing or other mannerisms that might be distracting to the audience.
Yes	No	The speaker's sentences flowed one into another with out a lot of starts and stops.
Yes	No	The speaker paused at appropriate moments to allow the audience to collect their thoughts.
Yes	No	The speaker avoided vocalized pauses for the most part ("um," "also," etc.
Yes	No	The speaker exhibited vocal variety rather than a monotonous delivery.
Yes	No	The speaker spoke at an appropriate volume.
Yes	No	The speaker spoke at an appropriate rate of speed.
Yes	No	The speaker enunciated clearly.
Yes	No	The speaker seemed prepared and authoritative.
Yes	No	The speaker was dressed for the topic, audience, and purpose (for a practice run, maybe not, but ask what would be the best thing to wear on speech day).
Yes	No	The speaker referred to the visual aid he/she prepared for the speech.
Yes	No	The visual aid enhanced the listener's understanding and did not seem thrown in because it was required.
Yes	No	The graphics and text of the visual aid will be visible from 20-30 feet away.
Yes	No	The speaker ended with a clincher and not with "That's it" or "I'm done," etc.