

**APPENDIX I: EVALUATION FORMS**

**SPEECH 1: Self-Introduction/Picture Story (pages 5 and 8)**

Speaker \_\_\_\_\_

Date \_\_\_\_\_

DELIVERY	RATING					COMMENTS
Posture	1	2	3	4	5	_____
Eye Contact	1	2	3	4	5	_____
Volume of Voice	1	2	3	4	5	_____
Rate of Speech	1	2	3	4	5	_____
Intelligibility	1	2	3	4	5	_____
Enthusiasm	1	2	3	4	5	_____
Adherence to Time Limit	1	2	3	4	5	_____

CONTENT	RATING					COMMENTS
Background/Early Childhood	1	2	3	4	5	_____
Information About Family	1	2	3	4	5	_____
Present Involvements	1	2	3	4	5	_____
Hobbies/Special Interests	1	2	3	4	5	_____
Future Plans/Dreams	1	2	3	4	5	_____
Supporting Details	1	2	3	4	5	_____
Clear Organization	1	2	3	4	5	_____
Visual Aids	1	2	3	4	5	_____

**ADDITIONAL COMMENTS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RATING KEY**

1 = Poor      2 = Fair      3 = Acceptable      4 = Good      5 = Excellent

**SPEECH 2/4: A Personal Experience/Specific Fear (pages 11, 12, and 19)** ✓

Speaker \_\_\_\_\_

Topic \_\_\_\_\_

Date \_\_\_\_\_

**DELIVERY**

**RATING**

**COMMENTS**

Posture	1	2	3	4	5	_____
Eye Contact	1	2	3	4	5	_____
Volume of Voice	1	2	3	4	5	_____
Rate of Speech	1	2	3	4	5	_____
Intelligibility	1	2	3	4	5	_____
Enthusiasm	1	2	3	4	5	_____
Adherence to Time Limit	1	2	3	4	5	_____

**CONTENT**

**RATING**

**COMMENTS**

Choice of Topic	1	2	3	4	5	_____
Introduction	1	2	3	4	5	_____
Supporting Details	1	2	3	4	5	_____
Clear Organization	1	2	3	4	5	_____
Visual Aids	1	2	3	4	5	_____
Graceful Conclusion	1	2	3	4	5	_____

**ADDITIONAL COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RATING KEY**

1 = Poor      2 = Fair      3 = Acceptable      4 = Good      5 = Excellent

**SPEECH 3: A Meaningful Object (page 16)**



Speaker \_\_\_\_\_

Object \_\_\_\_\_

Date \_\_\_\_\_

DELIVERY	RATING					COMMENTS
Posture	1	2	3	4	5	_____
Eye Contact	1	2	3	4	5	_____
Volume of Voice	1	2	3	4	5	_____
Rate of Speech	1	2	3	4	5	_____
Intelligibility	1	2	3	4	5	_____
Enthusiasm	1	2	3	4	5	_____
Adherence to Time Limit	1	2	3	4	5	_____

CONTENT	RATING					COMMENTS
Choice of Object	1	2	3	4	5	_____
Introduction	1	2	3	4	5	_____
Objective Information	1	2	3	4	5	_____
Subjective Information	1	2	3	4	5	_____
Supporting Details	1	2	3	4	5	_____
Clear Organization	1	2	3	4	5	_____
Visual Aids	1	2	3	4	5	_____
Graceful Conclusion	1	2	3	4	5	_____

**ADDITIONAL COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

**RATING KEY**

1 = Poor

2 = Fair

3 = Acceptable

4 = Good

5 = Excellent

Speaker \_\_\_\_\_ Topic \_\_\_\_\_ Date \_\_\_\_\_

DELIVERY	RATING					COMMENTS
Posture	1	2	3	4	5	_____
Eye Contact	1	2	3	4	5	_____
Volume of Voice	1	2	3	4	5	_____
Rate of Speech	1	2	3	4	5	_____
Intelligibility	1	2	3	4	5	_____
Enthusiasm	1	2	3	4	5	_____
Adherence to Time Limit	1	2	3	4	5	_____

CONTENT	RATING					COMMENTS
Choice of Topic	1	2	3	4	5	_____
Attention-Getting Opener	1	2	3	4	5	_____
Preview	1	2	3	4	5	_____
Supporting Materials/ Source Citations	1	2	3	4	5	_____
Transitions	1	2	3	4	5	_____
Supporting Details	1	2	3	4	5	_____
Clear Organization	1	2	3	4	5	_____
Visual Aids	1	2	3	4	5	_____
Summary	1	2	3	4	5	_____
Concluding Remarks	1	2	3	4	5	_____

**ADDITIONAL COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

**RATING KEY**

1 = Poor      2 = Fair      3 = Acceptable      4 = Good      5 = Excellent

Persuasive Speech (page 142)

Speaker \_\_\_\_\_ Topic \_\_\_\_\_ Date \_\_\_\_\_

Persuasive Claim \_\_\_\_\_

DELIVERY	RATING					COMMENTS
Posture	1	2	3	4	5	_____
Eye Contact	1	2	3	4	5	_____
Volume of Voice	1	2	3	4	5	_____
Rate of Speech	1	2	3	4	5	_____
Intelligibility	1	2	3	4	5	_____
Enthusiasm	1	2	3	4	5	_____
Adherence to Time Limit	1	2	3	4	5	_____

CONTENT	RATING					COMMENTS
Choice of Topic	1	2	3	4	5	_____
Building on Areas of Agreement	1	2	3	4	5	_____
Statement of Purpose	1	2	3	4	5	_____
Preview	1	2	3	4	5	_____
Transitions	1	2	3	4	5	_____
Supporting Evidence	1	2	3	4	5	_____
Source Citations	1	2	3	4	5	_____
Clear Organization	1	2	3	4	5	_____
Visual Aids	1	2	3	4	5	_____
Summary	1	2	3	4	5	_____
Concluding Remarks	1	2	3	4	5	_____

ADDITIONAL COMMENTS

\_\_\_\_\_  
 \_\_\_\_\_

RATING KEY

1 = Poor      2 = Fair      3 = Acceptable      4 = Good      5 = Excellent

# APPENDIX II

## CHAPTER 1

### End-of-Chapter Quiz

For each statement, circle *T* if it is true and *F* if it is false.

1.    T    F    Most people dread the thought of speaking in public.
2.    T    F    It is not normal to be nervous about speaking in front of new people.
3.    T    F    Practicing your speech several times will make you feel more nervous.
4.    T    F    Identifying your specific fears is the first step toward controlling your nervousness.
5.    T    F    It is not important to share autobiographical information with your classmates in a speech class.
6.    T    F    One effective method of preparing and presenting speeches is to use simple hand-drawn pictures or computer clip art as your notes.
7.    T    F    You should use the picture drawing method only if you are an excellent artist.
8.    T    F    Personal experience speeches never need advance preparation.
9.    T    F    "How to Improve Your Study Habits" is a good topic for a specific fear speech.
10.   T    F    A good speaker should never describe personal experiences or share feelings with the audience.

## CHAPTER 4

### End-of-Chapter Quiz

Circle the correct answer.

1. An important goal of giving an informative speech is \_\_\_\_\_.
  - A. to present information so that it is easily understood
  - B. to present information so that it is easily remembered
  - C. to convince others to buy a product
  - D. both A and B
2. The first step in preparing for an informative speech is to \_\_\_\_\_.
  - A. choose a topic
  - B. prepare visual aids
  - C. analyze the audience
  - D. None of the above
3. The second step in preparing for an informative speech is to \_\_\_\_\_.
  - A. gather your information
  - B. prepare visual aids
  - C. analyze the audience
  - D. None of the above
4. After you choose a general topic for your informative speech, you should \_\_\_\_\_.
  - A. analyze the audience
  - B. narrow your topic
  - C. gather your information
  - D. organize your information
5. In choosing a topic for your informative speech, you might consider \_\_\_\_\_.
  - A. hobbies or special interests you have
  - B. work experience you have had
  - C. a subject that you already know something about
  - D. All of the above
6. Audience analysis consists of learning about your audience's \_\_\_\_\_.
  - A. general background
  - B. economic level
  - C. age range
  - D. All of the above
7. A good informative speech topic \_\_\_\_\_.
  - A. is general
  - B. contains only one idea
  - C. is specific
  - D. both B and C

8. An example of an informative speech topic that is achievable is \_\_\_\_\_.
- A. How to Weave an Oriental Rug
  - B. How to Fly an Airplane
  - C. Basic Techniques of CPR
  - D. Guaranteed Ways to Win the Lottery
9. Good outside sources to consult when researching information for an informative speech include \_\_\_\_\_.
- A. books
  - B. magazines
  - C. newspapers
  - D. All of the above
10. The topic "Ways to Fight Inflation" is \_\_\_\_\_.
- A. not achievable
  - B. not specific
  - C. not relevant to most audiences
  - D. a good topic
11. The topic "Cosmetics Testing on Animals Should Be Banned" \_\_\_\_\_.
- A. is a good informative speech topic
  - B. contains more than one idea
  - C. is not achievable
  - D. is more of a persuasive topic than an informative one
12. An example of a good open-ended interview question is \_\_\_\_\_.
- A. "What is your opinion of the new president?"
  - B. "Have you ever been scuba diving?"
  - C. "Do you know anyone on a diet?"
  - D. both A and B
13. Which of the following topics uses a "time" organizational pattern?
- A. Advantages of Stem-Cell Research
  - B. Effects of Air Pollution
  - C. Steps to Take When Applying for a Car Loan
  - D. Causes of Global Warming
14. Which organizational pattern divides a topic into different geographical areas?
- A. Past-Present-Future
  - B. Location
  - C. Related Subtopics
  - D. None of the above
15. Which organizational pattern is not effective when speaking to inform?
- A. Related Subtopics
  - B. Personal Opinion
  - C. Advantage-Disadvantage
  - D. Cause-Effect