

Stage 2 Public Speaking Record Sheet

Name _____

Date _____

Topic _____

<p>Contents: The information in your speech low high</p> <ul style="list-style-type: none"> • Explaining the intention and purpose of your speech <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Giving details of many aspects of your topic <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Using good quality language and vocabulary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Showing originality and fresh ideas <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Choosing a topic that the audience can relate to <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Mostly using your own ideas, not all copied text <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	Your score	Possible Score 30
<p>Performance: Body language and the way you involve the audience</p> <ul style="list-style-type: none"> • Confident body language and standing comfortably <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Not looking at notes too often <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Making eye contact and looking around at your audience <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Using dramatic skills to interest the audience <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Using your hands to express yourself <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Showing the audience that you enjoy speaking to them .. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	Your score	Possible Score 30
<p>Sequence: The organisation of your information</p> <ul style="list-style-type: none"> • Having an interesting opening..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Grouping information in a logical order <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Having a clear beginning, middle and end <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Having an ending that sums up your talk <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	Your score	Possible Score 20
<p>Voice: Your voice level and quality</p> <ul style="list-style-type: none"> • Speaking loud enough and to everyone in the room <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Using your voice to keep the audience interested <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	Your score	Possible Score 10
<p>Time: How well you keep the time of 3 minutes</p> <ul style="list-style-type: none"> • Your speaking time was _____ • Speaking for 2 min 50 secs to 3 min 10 secs gives you the full 10 points • Every 10 seconds (or part of 10 seconds) shorter or longer loses you 1 point 	Your score	Possible Score 10
Totals	Your score	Possible Score 100

Thank you for your talk

Comment _____