

COLORADO 4-H

Prepared Speech Score Sheet



COLORADO STATE UNIVERSITY
EXTENSION

OVERALL RANK

Speaker's Name: _____ County: _____

Topic: _____

BASIS FOR SCORING	Needs Improvement	Fair	Good	Excellent	COMMENTS
General Appearance (10% of score)					
Posture & poise	1	2	3 4	5	
Appropriate dress, no visible distractions	1	2	3 4	5	
Projection to Audience (10% of score)					
Eye contact & facial expressions	1	2	3 4	5	
Body control, gestures	1	2	3 4	5	
Voice Control (15% of score)					
Pitch & volume	1	2	3 4	5	
Inflection & emphasis	1	2	3 4	5	
Articulation	1	2	3 4	5	
Pronunciation & Enunciation (10% of score)	1 2	3 4 5	6 7 8	9 10	
Language Effectiveness (10% of score)					
Appropriate words	1	2	3 4	5	
Skill in using meaningful quotes	1	2	3 4	5	
Organization of Content (25% of score)					
Introductory statements of key points	1	2	3 4	5	
Introduction gains attention	1	2	3 4	5	
Body – Development of key points	1	2	3 4	5	
Conclusion – Summary of key points	1	2	3 4	5	
Statement & coverage of topic	1	2	3 4	5	
Overall Quality (20% of score)					
Originality	1	2	3 4	5	
Appropriate topic	1	2	3 4	5	
Skill in use of notes	1	2	3 4	5	
Topic coverage	1	2	3 4	5	
COLUMN TOTAL:					

Total Points: _____

Time of Speech: _____ minutes _____ seconds

Deduction for Time: - _____

FINAL SCORE: _____
(100 Pts. Possible)

Prepared speeches must be 6 to 8 minutes long. A penalty of 2 points for each 30 seconds over or under the time limit will be assessed.