Speaking Behaviors Checklist

My Name: ___________________
Speaker: ___________________

Listen to the oral presentation of each group member, then use this checklist to rate the speaking behaviors according to the following:

**Volume—loudness or softness of the spoken words**

_____ 3. I could hear the presentation at all times.
_____ 2. I could hear most of the presentation.
_____ 1. I could hear little of the presentation and wish the speaker had talked louder.

**Stress—used for emphasis, can include repetition, loudness, questioning, etc.**

_____ 3. The speaker used stress to add importance or create interest several times.
_____ 2. The speaker used stress to add importance or create interest only once or twice.
_____ 1. The speaker never used stress but he should have in order to add importance or create interest.

**Pacing—rate of speaking, staying within the allowed time frame**

_____ 3. The speaker used pacing appropriately.
_____ 2. The speaker used pacing sometimes but spoke too quickly or slowly sometimes.
_____ 1. The speaker didn’t pace the presentation well so it was hard to understand and was much too short.

**Pronunciation—saying words carefully so the listener understands them**

_____ 3. I could understand every word the speaker used.
_____ 2. I could understand most of the words the speaker used.
_____ 1. There were several words I couldn’t understand.

Speaking behaviors marked with a 2 or a 1 indicate a need for improvement. Remember, no matter how good the written speech is, the delivery must also be effective or no one pays attention!!!!