

# EVALUATION FORM

## Active Listening

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Speech Length: 5 – 7 minutes

**Speech Title** \_\_\_\_\_

### Purpose Statement

The purpose of this project is for the member to demonstrate his or her ability to listen to what others say.

### Notes for the Evaluator

The member completing this project is practicing active listening. At your club meeting today, he or she is leading Table Topics®.

**Listen for:** A well-run Table Topics® session. As Topicsmaster, the member should make short, affirming statements after each speaker completes an impromptu speech, indicating he or she heard and understood each speaker. For example, the member may say, "Thank you, Toastmaster Smith, for your comments on visiting the beach. It sounds like you really appreciate how much your dog loves to play in the water."

The goal is for the member to clearly show that he or she listened and can use some of the active listening skills discussed in the project. The member completing the project is the **ONLY** person who needs to show active listening. The member should not try to teach or have others demonstrate active listening skills. The member should follow all established protocols for a Table Topics® session.

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING
----------------	-------------	-------------------	---------------	-----------------

<p><b>Clarity:</b> Spoken language is clear and is easily understood</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Vocal Variety:</b> Uses tone, speed, and volume as tools</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Eye Contact:</b> Effectively uses eye contact to engage audience</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Comfort Level:</b> Appears comfortable in the role of Topicsmaster</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Active Listening:</b> Responds to specific content after each Table Topics® speech</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Engagement:</b> Shows interest when others are speaking</p> <p>5            4            3            2            1</p>	Comment:

# EVALUATION CRITERIA

## Active Listening

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

### Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

### Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

### Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

### Comfort Level

- 5 – Appears completely self-assured in the role of Topicsmaster
- 4 – Appears fully at ease in the role of Topicsmaster
- 3 – Appears comfortable in the role of Topicsmaster
- 2 – Appears uncomfortable in the role of Topicsmaster
- 1 – Appears highly uncomfortable in the role of Topicsmaster

### Active Listening

- 5 – Responds with interest and fully supportive comments after each Table Topics® speech
- 4 – Responds with clear interest after each Table Topics® speech
- 3 – Responds to specific content after each Table Topics® speech
- 2 – Responds to specific content after some Table Topics® speeches
- 1 – Responds to content after few or no Table Topics® speeches

### Engagement

- 5 – Highly interested and engaged with every speaker
- 4 – Shows interest and is fully engaged when all others are speaking
- 3 – Shows interest when others are speaking
- 2 – Shows some interest in speakers
- 1 – Shows little or no interest in speakers

