

# EVALUATION FORM

Create a Podcast

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

Evaluator \_\_\_\_\_ **Speech Length:** 2- to 3-minute intro  
5- to 10-minute podcast segment

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

## Purpose Statements

- The purpose of this project is for the member to be introduced to the skills needed to organize and present a podcast.
- The purpose of this speech is for the member to introduce his or her podcast and to present a segment of the podcast.

## Notes for the Evaluator

During the completion of this project, the member learned about and created a podcast.

About this speech:

- You will evaluate the member as a presenter on the podcast.
- The member will present well-organized podcast content. The podcast may be an interview, a group discussion, or the member speaking about a topic.
- The member should demonstrate excellent speaking skills.
- Regardless of the topic or style, the podcast should be engaging to the audience.
- This speech should not be a report on the content of the "Create a Podcast" project.

## 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	
<b>Clarity:</b> Spoken language is clear and is easily understood					Comment:
5	4	3	2	1	
<b>Vocal Variety:</b> Uses tone, speed, and volume as tools					Comment:
5	4	3	2	1	
<b>Eye Contact:</b> Effectively uses eye contact to engage audience*					Comment:
5	4	3	2	1	
<b>Gestures:</b> Uses physical gestures effectively*					Comment:
5	4	3	2	1	
<b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs*					Comment:
5	4	3	2	1	
<b>Comfort Level:</b> Appears comfortable with the live audience					Comment:
5	4	3	2	1	
<b>Interest:</b> Engages audience with interesting, well-constructed content					Comment:
5	4	3	2	1	
<b>Podcast:</b> Content and delivery of podcast are engaging					Comment:
5	4	3	2	1	

\*Use these criteria to evaluate the 2- to 3-minute podcast introduction speech presented in person to the club.

# EVALUATION CRITERIA

## Create a Podcast

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

### Gestures\*

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

### Audience Awareness\*

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively

- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice
- 1 – Makes little or no attempt to engage audience or meet audience needs

### Comfort Level

- 5 – Appears completely self-assured with the live audience
- 4 – Appears fully at ease with the live audience
- 3 – Appears comfortable with the live audience
- 2 – Appears uncomfortable with the live audience
- 1 – Appears highly uncomfortable with the live audience

### Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

### Podcast

- 5 – Podcast content and delivery are exemplary
- 4 – Podcast content and delivery are highly engaging
- 3 – Content and delivery of podcast are engaging
- 2 – Podcast has some moments of quality content and/or delivery but could be stronger
- 1 – Podcast is less than engaging and/or delivery needs improvement

*\*Use these criteria to evaluate the 2- to 3-minute podcast introduction speech presented in person to the club.*

