

# EVALUATION FORM

Creating Effective Visual Aids

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

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

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

## Purpose Statement

The purpose of this project is for the member to practice selecting and using a variety of visual aids during a speech.

## Notes for the Evaluator

The member completing this project is practicing the skills needed to use visual aids effectively during a speech. The member may choose any type of visual aid(s). He or she may use a minimum of one but no more than three visual aids.

**Listen for:** A well-organized speech that lends well to the visual aid(s) the member selected.

**Watch for:** The effective use of any and all visual aids. The use of the aid should be seamless and enhance the content of the speech. This speech should not be a report on the content of the “Creating Effective Visual Aids” 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 audience					Comment:
5	4	3	2	1	
<b>Interest:</b> Engages audience with interesting, well-constructed content					Comment:
5	4	3	2	1	
<b>Visual Aid:</b> Visual aid effectively supports the topic and speech					Comment:
5	4	3	2	1	
<b>Topic:</b> Topic is well-selected for making the most of visual aids					Comment:
5	4	3	2	1	

# EVALUATION CRITERIA

## Creating Effective Visual Aids

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 audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the 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

### Visual Aid

- 5 – Use of visual aid is exemplary, raising the level of topic and speech
- 4 – Visual aid enhances the topic and the speech
- 3 – Visual aid effectively supports the topic and speech
- 2 – Visual aid contributes somewhat to topic or speech, but could be improved
- 1 – Visual aid does little to support the topic of the speech

### Topic

- 5 – Topic and visual aids connect perfectly to create an exemplary presentation
- 4 – Topic is highly conducive to the use of visual aids
- 3 – Topic is well-selected for making the most of visual aids
- 2 – Topic is somewhat conducive to using visual aids
- 1 – Topic does not lend itself well to using visual aids

