

# EVALUATION FORM

Leading in Difficult Situations

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

Evaluator \_\_\_\_\_ **Speech Length:** 5- to 7-minute prepared speech  
AND 5 to 10 minutes for impromptu responses

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

## Purpose Statement

The purpose of this project is for the member to practice strategies for adjusting to unexpected changes to a finalized plan.

## Notes for the Evaluator

The member completing this project has spent time developing a project plan for an event or set of goals.

About this speech:

- The first part of the member's speech will be a presentation of his or her plan. Your club members will then be invited to suggest disruptions to the plan.
- The member will need to address methods for managing the challenges presented by club members.
- There should be a minimum of three disruptions suggested and a maximum of five. The member may respond to each disruption separately.
- Evaluate the member on the first, prepared speech about their plan as well as the second, impromptu portion of the speech.
- As you evaluate consider the member's poise and presentation, as well as the viability and/or creativity of responses to the challenges.

## 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>Topic:</b> Shares an organized plan					Comment:
5	4	3	2	1	
<b>Impromptu Speaking:</b> Formulates responses to challenges in a timely manner and is well-spoken					Comment:
5	4	3	2	1	
<b>Challenges:</b> Presents a viable solution for each challenge					Comment:
5	4	3	2	1	

# EVALUATION CRITERIA

## Leading in Difficult Situations

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

### Topic

- 5 – Shares a clearly defined, highly organized plan
- 4 – Shares a well-organized and thoughtful plan
- 3 – Shares an organized plan
- 2 – Presents a plan that is missing some key elements
- 1 – Presents a vague or poorly prepared plan

### Impromptu Speaking

- 5 – Appears comfortable, seamlessly responding to challenges with well-formulated answers
- 4 – Appears comfortable responding to challenges with well-formulated answers
- 3 – Formulates responses to challenges in a timely manner and is well-spoken
- 2 – Takes time to formulate responses to challenges, but sometimes creates awkward pauses
- 1 – Creates multiple awkward pauses by hesitating before responding to challenges, or fails to answer at all

### Challenges

- 5 – Sets an exemplary example of responding to all challenges with viable solutions
- 4 – Sets an excellent example of responding to each challenge with a viable solution
- 3 – Presents a viable solution for each challenge
- 2 – Presents some viable solutions for challenges but may have struggled to address all challenges
- 1 – Presents few or no viable solutions for challenges

