

EVALUATION FORM

Evaluation and Feedback—First Speech

Member Name _____ Date _____

Evaluator _____ Speech Length: 5 – 7 minutes

Speech Title _____

Purpose Statements

- The purpose of this project is for the member to present a speech on any topic, receive feedback, and apply the feedback to a second speech.
- The purpose of this speech is for the member to present a speech and receive feedback from the evaluator.

Notes for the Evaluator

The member has spent time writing a speech to present at a club meeting.

About this speech:

- The member will deliver a well-organized speech on any topic.
- Focus on the member's speaking style. Be sure to recommend improvements that the member can apply to the next speech.
- The speech may be humorous, informational, or any style the member chooses.
- The member will ask you to evaluate his or her second speech at a future meeting.

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

EVALUATION CRITERIA

Evaluation and Feedback—First Speech

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

