

# EVALUATION FORM

Improvement Through Positive Coaching

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

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

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

## Purpose Statements

- The purpose of this project is for the member to develop and apply skills for coaching a fellow member or a person outside of Toastmasters who can benefit from his or her expertise.
- The purpose of this speech is for the member to share some aspect of his or her experience coaching.

## Notes for the Evaluator

The member completing this project has spent time coaching a Toastmaster or other person who benefitted from his or her expertise.

**Listen for:** A well-organized speech about the member's experience as a coach. The speech may be humorous, informational, or any style of the member's choosing. The style of the speech should support the content of the speech. This speech is NOT a report on the content of the "Improvement Through Positive Coaching" project, but a reflection on the impact of the experience.

## General Comments

You excelled at:

You may want to work on:

To challenge yourself:



## EVALUATION FORM – Improvement Through Positive Coaching

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>Topic:</b> Shares some aspect of personal experience as a coach					Comment:
5	4	3	2	1	

# EVALUATION CRITERIA

## Improvement Through Positive Coaching

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
- 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

### 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

### 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

### Topic

- 5 – Delivers an exemplary speech about experience coaching another member
- 4 – Delivers a compelling speech about experience as a coach
- 3 – Shares some aspect of personal experience as a coach
- 2 – Mentions coaching experience but does not fully address
- 1 – Does not speak about his or her personal experience coaching

