

# EVALUATION FORM

Lead in Any Situation

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

Evaluator \_\_\_\_\_ **Speech Length:** 8 – 10 minutes

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

## Purpose Statements

- The purpose of this project is for the member to apply the skills needed to successfully lead in a volunteer or other organization.
- The purpose of this speech is for the member to share some aspect of his or her experience as a leader and/or the impact of the 360° evaluation.

## Notes for the Evaluator

During the completion of this project, the member:

- Spent a significant amount of time (minimum of six months) in a leadership role in an organization
- Received feedback from peers in the form of a 360° evaluation

About this speech:

- The member will deliver a speech to reflect on his or her experience as a leader and/or the impact of the 360° evaluation.
- The speech you are evaluating may be humorous, informational, or any style the member chooses, but it must be appropriate for the content.
- The speech is not a report on the content of the “Lead in Any Situation” 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
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<p><b>Clarity:</b> Spoken language is clear and is easily understood</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Vocal Variety:</b> Uses tone, speed, and volume as tools</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Eye Contact:</b> Effectively uses eye contact to engage audience</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Gestures:</b> Uses physical gestures effectively</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Comfort Level:</b> Appears comfortable with the audience</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Interest:</b> Engages audience with interesting, well-constructed content</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Topic:</b> Reflects on some aspect of experience as a leader and/or the impact of receiving a 360° evaluation</p> <p>5            4            3            2            1</p>	Comment:

# EVALUATION CRITERIA

## Lead in Any Situation

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

### Topic

- 5 – Gives an exemplary speech addressing experience as a leader and the impact of receiving a 360° evaluation
- 4 – Speech is a thoughtful reflection focused on some aspect of experience as a leader and the impact of receiving a 360° evaluation
- 3 – Reflects on some aspect of experience as a leader and/or the impact of receiving a 360° evaluation
- 2 – Mentions some aspect of experience as a leader or the impact of receiving a 360° evaluation, but does not fully address
- 1 – Does not speak about some aspect of experience as a leader or the impact of receiving a 360° evaluation

