

# EVALUATION FORM

## The Power of Humor In an Impromptu Speech

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

Evaluator \_\_\_\_\_ **Speech Length:** Two 2- to 3-minute speeches delivered at the same meeting

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

### Purpose Statement

The purpose of this project is for the member to develop their method for giving impromptu speeches and practice adapting rehearsed stories during a presentation.

### Notes for the Evaluator

The member completing this speech is working to develop a method for delivering effective impromptu speeches and to practice adapting rehearsed stories during an impromptu speech.

About this speech:

- The Toastmaster of the Day will choose at random a speech topic from the list provided.
- The member will complete two speeches: one on the first topic drawn and one on the second.
- The Toastmaster will select the topics one at a time, only selecting the second topic after the first speech is complete.
- Evaluate the member on both speeches. If one is significantly better than the other, you may choose to score the more successful speech and make notes about the reasons you think the second speech was less successful.
- As you evaluate consider the member's poise and presentation, the humor of their stories, and how well they connected their stories to the topic.

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:

# EVALUATION FORM – The Power of Humor In an Impromptu Speech

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>Impromptu Speaking:</b> Presents a speech with humor appropriate for the described situations					Comment:
5	4	3	2	1	
<b>Humor:</b> Anecdotes or stories supported the impromptu topics and humor was acknowledged by the audience					Comment:
5	4	3	2	1	

# EVALUATION CRITERIA

## The Power of Humor In an Impromptu 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

### Impromptu Speaking

- 5 – Appears comfortable, seamlessly presenting a speech with humor appropriate for the described situation
- 4 – Appears comfortable, presents a speech with humor appropriate for the described situation
- 3 – Presents a speech with humor appropriate for the described situations
- 2 – Struggles to address the described situation and/or has limited success including humor
- 1 – Fails to address the described situation and/or alienates the audience with inappropriate humor or no levity at all

### Humor

- 5 – Anecdotes or stories fit perfectly with the impromptu topics, and humor engaged and entertained the audience
- 4 – Anecdotes or stories fit well with the impromptu topics and humor was well-received by the audience
- 3 – Anecdotes or stories supported the impromptu topics and humor was acknowledged by the audience
- 2 – Anecdotes and stories may or may not have supported the topics, and humor was present but less than engaging
- 1 – Speaker struggled to apply anecdotes or stories to the topic or they did not support the topic at all, and humor did little to engage the audience

