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| **SPEAKER’S NAME** |  | **EVALUATOR** |
| **MANUAL AND ASSIGNMENT** |  | **DATE** |
| **SPEECH TITLE****Courtesy of Joan Johanson, DTM, PID and “ah” Masters Club #2791** |  |
|  | **Excellent** | **Very Good** | **Acceptable** | **Should Improve** | **Must Improve** |  |
|  | **RECOMMENDATIONS AND COMMENTS** |
|  |  |
|  **Category (circle one)** | **Good** | **Improve** |
| **PREPARATION****(Research, organization, rehearsal)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **SPEECH VALUE****(Original, interesting)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **MANUAL ASSIGNMENT****(Met project objectives)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **OPENING****(Attention getting, identified, purpose, led into topic)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **BODY OF SPEECH****(Logical flow, ideas clear, points supported  by example)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **TRANSITIONS****(Smooth, easy to follow)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **CONCLUSION****(Effective)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **VOICE****(Volume, tone, rate, pitch, variety, pronunciation, articulation)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **LANGUAGE****(Appropriate to topic and audience, enunciation)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **MANNER****(Posture, confidence, assurance, sincerity, enthusiasm)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **PHYSICAL ACTIONS****(Gestures, body movements, eye contact, facial expressions)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **OTHERS****(Please specify)** |  |  |  |  |  |  |  |

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| **THE TEN ELEMENTS****OF****EFFECTIVE EVALUATION**1. **Read the project objectives and evaluation guide**
2. **Confer with the speaker before the speech**
3. **Listen carefully**
4. **Recognize the speaker’s strengths**
5. **Provide verbal reward for improvement**
6. **Suggest positive directions for growth**
7. **Recommend alternative actions**
8. **Reinforce the speaker’s commitment to self-improvement**
9. **Be positive and supportive**
10. **Make the speaker feel good about themselves**
 | **This form contains evaluation categories, plus room for you to add additional categories, if appropriate. Each category is followed by a five-point rating scale and space for you to provide specific recommendations for improvement and comments.****1 = EXCELLENT; worthy of special praise****2 = VERY GOOD; the speaker’s ability in this category is above average for his/her level  of experience****3 = ACCEPTABLE; the speaker’s performance in this category is satisfactory****4 = SHOULD IMPROVE; the speaker should work to improve his/her performance in  this category****5 = MUST IMPROVE; the speaker’s performance in this category is a barrier to effective  communication and requires immediate attention** **Select those categories in which improvement is both warranted and possible. Ask yourself, “In which category or categories can this speaker make the greatest amount of overall improvement in his *or* her next speech?”** |