

SPEAKER'S NAME

EVALUATOR

MANUAL AND ASSIGNMENT

DATE

SPEECH TITLE

Category (circle one)	Excellent	Very Good	Acceptable	Should Improve	Must Improve	RECOMMENDATIONS AND COMMENTS	
						Good	Improve
<b>PREPARATION</b> (Research, organization, rehearsal)	1	2	3	4	5		
<b>SPEECH VALUE</b> (Original, interesting)	1	2	3	4	5		
<b>MANUAL ASSIGNMENT</b> (Met project objectives)	1	2	3	4	5		
<b>OPENING</b> (Attention getting, identified, purpose, led into topic)	1	2	3	4	5		
<b>BODY OF SPEECH</b> (Logical flow, ideas clear, points supported by example)	1	2	3	4	5		
<b>TRANSITIONS</b> (Smooth, easy to follow)	1	2	3	4	5		
<b>CONCLUSION</b> (Effective)	1	2	3	4	5		
<b>VOICE</b> (Volume, tone, rate, pitch, variety, pronunciation, articulation)	1	2	3	4	5		
<b>LANGUAGE</b> (Appropriate to topic and audience, enunciation)	1	2	3	4	5		
<b>MANNER</b> (Posture, confidence, assurance, sincerity, enthusiasm)	1	2	3	4	5		
<b>PHYSICAL ACTIONS</b> (Gestures, body movements, eye contact, facial expressions)	1	2	3	4	5		
<b>OTHERS</b> (Please specify)							

Courtesy of Joan Johanson, DTM, PID and "ah" Masters Club #2791

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?"