

Evaluation Form

Deliver a Speech

Name_____

Date_____

Evaluator_____

Speech Length: 5 – 7 minutes

Speech Title_____

Notes for the Evaluator

During the completion of this project, the speaker has spent time learning about and practicing their body language and vocal variety, including gestures and other nonverbal communication. They have also studied the importance of vocal variety and practiced their pace, tone, and volume.

About this speech:

- ▶ The speaker will present a well-organized 5-to 7-minute speech on any topic.
- ▶ Watch for the speaker’s awareness of his or her intentional and unintentional movement and body language. Note distracting movements as well as movements that enhance the speech.
- ▶ Listen for how the speaker uses his or her voice to communicate and enhance the speech.
- ▶ The speech may be humorous, inspirational, or any style the speaker chooses.

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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Clarity: Spoken language is clear and is easily understood		Comment:
5 4 3 2 1		
Vocal Variety: Uses tone, speed, and volume as tools		Comment:
(5) 4 (3) (2) (1)		
Eye Contact: Effectively uses eye contact to engage audience		Comment:
(5) 4 (3) (2) (1)		
Gestures: Uses physical gestures effectively		Comment:
(5) 4 (3) (2) (1)		
Audience Awareness: Demonstrates awareness of audience engagement and needs		Comment:
(5) 4 (3) (2) (1)		
Comfort Level: Appears comfortable with the audience		Comment:
(5) 4 (3) (2) (1)		
Interest: Engages audience with interesting, well-constructed content		Comment:
(5) 4 (3) (2) (1)		
Unintentional Movement: Unintentional movement is limited and rarely noticeable		Comment:
(5) (4) (3) (2) (1)		
Purposeful Movement: Speech is strengthened by purposeful choices of movement		Comment:
(5) (4) (3) (2) (1)		

Evaluation Criteria

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

Unintentional Movement

- 5 – Every movement is purposeful and enhances the speech
- 4 – Most or all movements appear intentional
- 3 – Unintentional movement is limited and rarely noticeable
- 2 – Unintentional movement detracts from speech
- 1 – Unintentional movement is highly distracting

Purposeful Movement

- 5 – Speech is an exemplary example of the effective use of body language
- 4 – Speech is enhanced and improved by purposeful choices of movement
- 3 – Speech is strengthened by purposeful choices of movement
- 2 – Some movements appear purposeful
- 1 – Few movements appear purposeful