

EVALUATION FORM

Evaluation and Feedback—Evaluator Speech

Member Name _____ Date _____

Evaluator _____ Speech Length: 2 – 3 minutes

Speech Title _____

Purpose Statements

- The purpose of this project is for the member to develop skills for delivering and receiving feedback.
- The purpose of this speech is for the member to deliver constructive feedback on another member's presentation.

Notes for the Evaluator

It is recommended that the member evaluating this portion of the project be a proven, exemplary evaluator.

During the completion of this project, the member:

- Presented a speech on a topic, received feedback from an evaluator, and incorporated that feedback into a second speech

About this speech:

- The last portion of this assignment is for the member to serve as an evaluator at a club meeting.
- The member will deliver an engaging and constructive evaluation of another member's speech. He or she will also demonstrate proper meeting etiquette by being fully engaged during all speeches.
- The member may choose to take notes during the speech he or she is evaluating.

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	
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	
Delivery: Delivers tactful, constructive feedback					Comment:
5	4	3	2	1	
Engaged: Engages while others are speaking during the Toastmasters meeting					Comment:
5	4	3	2	1	

EVALUATION CRITERIA

Evaluation and Feedback—Evaluator 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

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

Delivery (speech must fall within 2-to 3-minute time requirement to score 3 or higher)

- 5 – Delivers exemplary feedback that is tactful and constructive
- 4 – Delivers excellent feedback that is tactful and constructive
- 3 – Delivers tactful, constructive feedback
- 2 – Delivers feedback that is tactful, but could be more constructive or helpful to the speaker
- 1 – Delivers feedback that lacks tact, is not constructive

Engaged

- 5 – Exemplifies the qualities of an outstanding audience member while all others are speaking
- 4 – Fully engages while others are speaking during for the entire Toastmasters meeting
- 3 – Engages while others are speaking during the Toastmasters meeting
- 2 – Engages for some speakers but not all
- 1 – Shows limited interest or engagement when others are speaking

