# **EVALUATION FORM**

Ice Breaker

| Member Name   | Date                                     |
|---|--|
| Evaluator   | Speech Length: 4 – 6 minutes             |
| Speech Title  |  |
| Purpose Statement  The purpose of this project is for the member to introduce himself or herself structure of a public speech.  | to the club and learn the basic          |
| Notes for the Evaluator  This member is completing his or her first speech in Toastmasters. The goal of an effective evaluation of his or her speech and delivery style. Because the "locompletes, you may choose to use only the notes section and not the nume" | e Breaker" is the first project a member |
| General Comments You excelled at:   |  |
| Variable response to the second second  |  |
| You may want to work on:  |  |
| To challenge yourself:  |  |

# **EVALUATION FORM -** Ice Breaker

For the evaluator: In addition to your verbal evaluation, please complete this form.

| EXEMPLARY   | EXCELS               | ACCOMPLISHED                  | EMERGING        | DEVELOPING    |          |
|---|----------------------|-------------------------------|-----------------|---------------|----------|
|   |                      |                               |                 |               | 6        |
|   | ken language         | is clear and is easily        | understood      |               | Com      |
| 5   | 4                    | 3                             | 2               | 1             |          |
| Vocal Variety   | <b>y:</b> Uses tone, | speed, and volume             | as tools        |               | Comn     |
| 5   | 4                    | 3                             | 2               | 1             |          |
| Eye Contact:  | : Effectively u      | ses eye contact to e          | engage audiend  | ce            | Comm     |
| 5   | 4                    | 3                             | 2               | 1             |          |
| Gestures: Us  | ses physical g       | estures effectively           |                 |               | Comme    |
| 5   | 4                    | 3                             | 2               | 1             |          |
| Audience Av   |                      | emonstrates aware<br>nd needs | ness of audiend | ce engagement | Commen   |
| 5   | 4                    | 3                             | 2               | 1             |          |
| Comfort Lev   | rel: Appears         | comfortable with th           | e audience      |               | Comment  |
| 5   | 4                    | 3                             | 2               | 1             |          |
| Interest: Engages audience with interesting, well-constructed content |                      |                               |                 |               | Comment: |
| 5   | 4                    | 3                             | 2               | 1             |          |

# **EVALUATION CRITERIA**

Ice Breaker

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**

- 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
- Demonstrates awareness of audience engagement and needs
- 2 Audience engagement or awareness of audience requires further practice
- 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, wellconstructed content
- **4** Engages audience with highly compelling, well-constructed content
- 3 Engages audience with interesting, wellconstructed content
- 2 Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 Content is neither interesting nor well-constructed

