

# EVALUATION FORM

## Question-and-Answer Session

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ **Speech Length:** 15 – 20 minutes

**Speech Title** \_\_\_\_\_

### Purpose Statements

- The purpose of this project is for the member to learn about and practice facilitating a question-and-answer session.
- The purpose of this speech is for the member to practice delivering an informative speech and running a well-organized question-and-answer session. The member is responsible for managing time so there is adequate opportunity for both.

### Notes for the Evaluator

Evaluate the member's speech and his or her facilitation of a question-and-answer session.

**Listen for:** A well-organized informational speech about any topic, followed by a well-facilitated question-and-answer session.

### 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	
<b>Clarity:</b> Spoken language is clear and is easily understood					Comment:
5	4	3	2	1	
<b>Vocal Variety:</b> Uses tone, speed, and volume as tools					Comment:
5	4	3	2	1	
<b>Eye Contact:</b> Effectively uses eye contact to engage audience					Comment:
5	4	3	2	1	
<b>Gestures:</b> Uses physical gestures effectively					Comment:
5	4	3	2	1	
<b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs					Comment:
5	4	3	2	1	
<b>Comfort Level:</b> Appears comfortable with the audience					Comment:
5	4	3	2	1	
<b>Interest:</b> Engages audience with interesting, well-constructed content					Comment:
5	4	3	2	1	
<b>Response:</b> Responds effectively to all questions					Comment:
5	4	3	2	1	
<b>Facilitation:</b> Question-and-answer session is managed well					Comment:
5	4	3	2	1	
<b>Time Management:</b> Manages time effectively					Comment:
5	4	3	2	1	

# EVALUATION CRITERIA

## Question-and-Answer Session

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

### Response

- 5 – Responses are an exemplary example of managing all types of questions, regardless of challenge
- 4 – Responses to every question are thoughtful and comprehensive
- 3 – Responds effectively to all questions
- 2 – Responds effectively to some questions but not all
- 1 – Has difficulty responding to questions

### Facilitation

- 5 – Question-and-answer session is exemplary
- 4 – Question-and-answer session is exceptionally well-run and managed
- 3 – Question-and-answer session is managed well
- 2 – Question-and-answer session shows some organization, but needs improvement
- 1 – Question-and-answer session is disorganized or ineffective

### Time Management

- 5 – Manages time with few or no flaws in organization of question-and-answer session
- 4 – Demonstrates excellent time management strategy
- 3 – Manages time effectively
- 2 – Shows some time management skill, but needs improvement
- 1 – Manages time ineffectively or leaves no time for question-and-answer session

