

EVALUATION FORM

Evaluation and Feedback—Second Speech

Member Name _____

Date _____

Evaluator _____

Speech Length: 5 – 7 minutes

Speech Title _____

Purpose Statements

- ▶ The purpose of this project is to practice applying feedback and serve as a speech evaluator during a club meeting.
- ▶ The purpose of this speech is for the member to demonstrate their ability to deliver an effective, respectful speech evaluation speech.

Speaker identified feedback to observe during this speech

Speaker: To help your evaluator meet your goals, identify at least one change you have made to your speech or delivery based on your first Evaluation and Feedback project speech evaluation.

Notes for the Evaluator

During the completion of this project, the member:

- ▶ Received feedback about their first speech
- ▶ Worked to apply the feedback to a second speech

About this speech:

- ▶ The member will deliver a well-organized speech on any topic and incorporate feedback from their previous speech evaluation.
- ▶ The member may choose to present the same speech, a revision of their first Evaluation and Feedback speech, or a new speech.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:



EVALUATION FORM – Evaluation and Feedback—Second Speech

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	
Applied Feedback: Feedback from first speech is applied to second speech					Comment:
5	4	3	2	1	

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

Applied Feedback

- 5 – Delivers an exemplary second speech with feedback from first speech appropriately applied
- 4 – Delivers an excellent second speech with feedback from first speech appropriately applied
- 3 – Feedback from first speech is applied to second speech
- 2 – Some feedback from first speech is applied to second speech, but needs improvement
- 1 – Little or no feedback from first speech is applied to second speech