

Kim's Evaluation Form

Date: _____ Length: _____ Speaker: _____

Project: _____ Evaluator: _____

Speech Title: _____

TO WHAT EXTENT did the speaker use the following? **How do you know** (what did they say/do)?

Strength: What did they do that brought them up from 0%? **Improvement:** What can they do to get to 100%?

SUMMARY

You Excelled At

To Make It Even Better

AUDIO

- VOCAL VARIETY
 - VOLUME: Breathing & posture; easily heard?
 - RATE: Not too fast or slow? Effective pauses?
 - PITCH: Expressive & ups/downs?
 - QUALITY: Pleasant, friendly, natural, sincere, forceful, strong, expressive. Clear articulation?
- LANGUAGE CHOICES
 - CONCRETE: Little room for misunderstanding?
 - PRECISE: Understandable, clear, combination of short and long words/sentences? No filler words, accurate grammar and pronunciation?
 - VIVID: Appealed to 5 senses? Verbs with energy? Used active voice? Rhetorical devices?

CONTENT

- ORGANIZATION: Opening, body, conclusion? Which outline type did they use? Logical structure overall? Did opening lay speech foundation?
- CLARITY: Clear message and purpose? Body has appropriate amount of information? Rule of 3? Well-supported points? Content and structure reinforced purpose?
- FLOW: Smooth idea progression and transitions? Topic breadth was appropriate? Conclusion wrapped up succinctly? Didn't add new points near end of speech?
- IMPACT: Strong message and purpose? Opening was strong, relevant, and caught attention? End left audience with something / lasting impression?
- RICHNESS: Well-researched? Included statistics, testimonies, anecdotes, facts, examples, visual aids? Sources available if requested?

VISUAL

- BODY LANGUAGE
 - POSTURE/STANCE: Grounded, confident?
 - FACIAL EXPRESSION: Consistent with message, expressive, enhanced connection? Eye contact?
 - GESTURES: Used whole body – hands, arms, legs, feet. Felt natural and specific to the message? If no gestures, arms at sides (not lectern/pockets)?
 - MOVEMENT: Deliberate, emphasize points. Pacing, swaying, bouncing, fidgeting. Nervous tics?
- VISUAL AIDS
 - Chose right visual aids to reinforce points, increase understanding, enhance retention, promote attentiveness, and save time?
 - Simple, interactive, didn't carry the speech?

PREPARATION & TECHNIQUE

- REHEARSAL: Memorized the opening & conclusion? Appeared rehearsed, ran on time? Arrived early to ensure technology / visual aids would work, and to acquaint with space? Knew audience and catered to their interests ahead of time.
- COMPOSURE: Comfort level? Controlled nervousness? Did not point out their mistakes to the audience?
- CONTINGENCY: Had backup visual aids / technology solutions? Slide changer? Mic?
- IMPRESSION: Overall manner enthusiastic, convicted, confident, interested? Seemed knowledgeable, reputable, sincere? Appealed to logic and/or emotion? Opening caught attention?

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OBSERVATION NOTES (AS I WATCH)

DELIVERY NOTES (WRITTEN UP)

POINT 1	EXAMPLES/SUGGESTION
POINT 2	EXAMPLES/SUGGESTION
POINT 3	EXAMPLES/SUGGESTION
POINT 4	EXAMPLES/SUGGESTION
POINT 5	EXAMPLES/SUGGESTION
POINT 6	EXAMPLES/SUGGESTION