

EVALUATION FORM

Present a Proposal

Member Name Chrispin Ping Cheung Date April 5, 2019
Evaluator Betty Speech Length: 5 – 7 minutes

Speech Title

Keep fit, Away from Spondylodynia

Purpose Statement

The purpose of this project is for the member to practice developing and presenting a proposal.

Notes for the Evaluator

The member completing this project has spent time developing a proposal for some area of his or her life.

About this speech:

- The member will deliver a well-organized speech about his or her proposal.
- The proposal may affect any area of the member's personal or professional life, or the Toastmasters club.
- The member may present the entire proposal or aspects of it.
- The speech may be humorous, informational, or any style the member chooses. The style of the speech should fit the content.
- The speech is not a report on the content of the "Present a Proposal" project.

General Comments

You excelled at:

- ① the structure of your speech is very well.
- ② the example which you give is good.

You may want to work on:

- ③ well used in ppt it helps you present better
- ④ the body language used very well, you stand in front of the ppt
- ① clarify the healthy problem spondy loynia. very clearly
- ② "help people to keep fit." the project is very cool!
- ③ make a good contact with the audience

To challenge yourself:

- ① try to make the speech ^{more} interesting to audience.
- ② a little nervous, try to relax yourself and enjoy it yourself.
- ③ control time more appropriately.

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

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	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

Topic: Presents his or her proposal well

Comment:

5

4 ✓

3

2

1

EVALUATION CRITERIA

Present a Proposal

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

Topic

- 5 – Delivers an exemplary speech about his or her proposal
- 4 – Delivers a compelling speech about his or her proposal
- 3 – Presents his or her proposal well
- 2 – Mentions some information about his or her proposal, but does not fully address
- 1 – Speaks on a topic other than his or her proposal



