

# EVALUATION FORM

Connect with Your Audience

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

Evaluator \_\_\_\_\_ Speech Length: 5 – 7 minutes

**Speech Title**

## Purpose Statement

The purpose of this project is for the member to practice the skills needed to connect with an unfamiliar audience.

## Notes for the Evaluator

The member completing this project is practicing the skills needed to connect with an unfamiliar audience. To do this, the member presents a topic that is new or unfamiliar to your club members.

**Listen for:** A topic that is unusual or unexpected in your club. Take note of the member's ability to present the unusual topic in a way that keeps the audience engaged. This speech is not a report on the content of the "Connect with Your Audience" project.

## 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	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

<b>Clarity:</b> Spoken language is clear and is easily understood  5                      4                      3                      2                      1	Comment:
<b>Vocal Variety:</b> Uses tone, speed, and volume as tools  5                      4                      3                      2                      1	Comment:
<b>Eye Contact:</b> Effectively uses eye contact to engage audience  5                      4                      3                      2                      1	Comment:
<b>Gestures:</b> Uses physical gestures effectively  5                      4                      3                      2                      1	Comment:
<b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs  5                      4                      3                      2                      1	Comment:
<b>Comfort Level:</b> Appears comfortable with the audience  5                      4                      3                      2                      1	Comment:
<b>Interest:</b> Engages audience with interesting, well-constructed content  5                      4                      3                      2                      1	Comment:
<b>Topic:</b> Topic is new or unusual for audience members and challenges speaker to adapt while presenting  5                      4                      3                      2                      1	Comment:

# EVALUATION CRITERIA

## Connect with Your Audience

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 – Exemplary use of topic that challenges speaker to adapt to audience needs and level of understanding
- 4 – Makes excellent use of topic to practice delivering a challenging speech that requires regular adaptations to accommodate audience
- 3 – Topic is new or unusual for audience members and challenges speaker to adapt while presenting
- 2 – Topic is somewhat unfamiliar to audience members, but does not challenge speaker to adapt while presenting
- 1 – Topic is highly familiar to audience members and does not challenge speaker to adapt while presenting

