

# EVALUATION FORM

## Introduction to Vocal Variety and Body Language

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

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Speech Length: 5 – 7 minutes

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

### Purpose Statement

The purpose of this project is for the member to practice using vocal variety or body language to enhance a speech.

### Notes for the Evaluator

During the completion of this project, the member has spent time learning about and practicing their body language, including gestures and other nonverbal communication along with their vocal variety, including pace, tone, pitch, and volume.

About this speech:

- ▶ The member will present a well-organized speech on any topic.
- ▶ Watch for the member's awareness of their intentional and unintentional movement and body language. Note distracting movements as well as movements that enhance the speech.
- ▶ The speech may be humorous, informational, or any style the member chooses.
- ▶ Use this evaluation for speakers who have indicated they want to be evaluated on body language or body language and vocal variety. If the member has indicated they only want to be evaluated on vocal variety, please use the Speech Profile available on Base Camp.

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:



## EVALUATION FORM – Introduction to Vocal Variety and Body Language

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>Unintentional Movement:</b> Unintentional movement is limited and rarely noticeable					Comment:
5	4	3	2	1	
<b>Purposeful Movement:</b> Speech is strengthened by purposeful choices of movement					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

### Unintentional Movement

- 5 – Every movement is purposeful and enhances the speech
- 4 – Most or all movements appear intentional
- 3 – Unintentional movement is limited and rarely noticeable
- 2 – Unintentional movement detracts from speech
- 1 – Unintentional movement is highly distracting

### Purposeful Movement

- 5 – Speech is an exemplary example of the effective use of body language
- 4 – Speech is enhanced and improved by purposeful choices of movement
- 3 – Speech is strengthened by purposeful choices of movement
- 2 – Some movements appear purposeful
- 1 – Few movements appear purposeful