



# SUMMIT TOASTMASTERS

## Evaluator Worksheet

The evaluation is your personal assessment of the speaker and speech. An effective evaluation should both positively encourage the speaker and supply them with specific suggestions on how to improve.

**Personal Objectives** (record specifics the speaker wants you to observe and report - ask beforehand)

_____	<input type="checkbox"/> Y	<input type="checkbox"/> N
_____	<input type="checkbox"/> Y	<input type="checkbox"/> N
_____	<input type="checkbox"/> Y	<input type="checkbox"/> N

**Project Objectives** (record the project objectives of the speech, from the manual)

_____	<input type="checkbox"/> Y	<input type="checkbox"/> N
_____	<input type="checkbox"/> Y	<input type="checkbox"/> N
_____	<input type="checkbox"/> Y	<input type="checkbox"/> N

**Observations** (check those worth noting for mention in your evaluation)

**Introduction:**

☐ proper ☐ needs work

**Voice:**

☐ volume ☐ projection ☐ variety

**Speed:**

☐ too fast ☐ appropriate ☐ use of pause

**Presence:**

☐ nervous ☐ comfortable

**Body Language:**

☐ face ☐ hands ☐ feet

**Delivery:**

☐ flat ☐ enthusiastic

**Eye contact:**

☐ weak ☐ inconsistent ☐ steady

**Use of space:**

☐ frozen ☐ a little walking ☐ used the room

**Notes:**

☐ none ☐ didn't need ☐ distraction

**Construction:**

☐ opening ☐ body ☐ conclusion

**Preparedness:**

☐ need more practice ☐ knew the speech

**Attire:**

☐ appropriate ☐ too casual

**Sample Evaluation:**

Good evening fellow toastmasters, honored guests, and especially you, \_\_\_\_\_

Thank you for presenting your speech – it's my pleasure to provide this evaluation.

The main objective of your speech was \_\_\_\_\_

I believe you were/were not successful in achieving the objective because:

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On the overall delivery,

You were particularly successful in these areas.

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1)

2)

3)

To help you to improve, I would suggest the following.

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1)

2)

3)

\_\_\_\_\_, congratulations on another accomplishment in public speaking.

I'm looking forward to your next speech.