# EVALUATION FORM
## Writing a Speech with Purpose

Member Name_____     Date_____

Evaluator_____     Speech Length: 5 – 7 minutes

Speech Title_____

## Speech Purpose Statement

_____

_____

## Project Purpose

The purpose of this project is to learn or review basic methods for writing a speech with a defined purpose and to present a well-organized speech on any topic.

## Notes for the Evaluator

The member completing this project is working to write a speech with purpose. The speech they create must be well-written and clearly focused. Their goal is to meet their expressed purpose statement with a well-executed speech.

About this speech:

▸ The member will present a well-organized, well-delivered speech.

▸ The speech may be humorous, informational, or any style the member chooses. The speech content and style should work well together.

## 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** |

**Clarity:** Spoken language is clear and is easily understood

| 5 | 4 | 3 | 2 | 1 |

Comment:

**Vocal Variety:** Uses tone, speed, and volume as tools

| 5 | 4 | 3 | 2 | 1 |

Comment:

**Eye Contact:** Effectively uses eye contact to engage audience

| 5 | 4 | 3 | 2 | 1 |

Comment:

**Gestures:** Uses physical gestures effectively

| 5 | 4 | 3 | 2 | 1 |

Comment:

**Interest and Purpose:** Engages audience with interesting, well-constructed content that supports the specific purpose of the speech

| 5 | 4 | 3 | 2 | 1 |

Comment:

**Comfort Level:** Appears comfortable with the audience

| 5 | 4 | 3 | 2 | 1 |

Comment:

**Specific Speech Purpose:** The specific purpose was clear and supported by the speech style and organization

| 5 | 4 | 3 | 2 | 1 |

Comment:

**General Speech Purpose:** The speech effectively met the expressed general purpose

| 5 | 4 | 3 | 2 | 1 |

Comment:

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

## Specific Purpose

5 – Exemplary speech content and organization clearly fulfilled the specific purpose of the speech with precision

4 – The specific purpose was well-executed and the speech style and organization enhanced the speech and topic

3 – The specific purpose was clear and supported by the speech style and organization

2 – The specific purpose was unclear and/or the speech style and organization did not support the specific purpose

1 – The specific purpose was not expressed and the speech style and organization detracted from the speech topic

## 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 and Purpose

5 – Fully engages audience with exemplary, well-constructed content that expertly meets the purpose of the speech

4 – Engages audience with highly compelling, well-constructed content that meets the specific purpose of the speech

3 – Engages audience with interesting, well-constructed content that supports the specific purpose of the speech

2 – Content is interesting but not well-constructed or is well-constructed but not interesting and may or may not meet the specific purpose of the speech

1 – Content is neither interesting nor well-constructed and does not meet the specific purpose of the speech

## General Speech Purpose

5 – Expressed general purpose was met with excellent content and exemplary delivery

4 – Expressed general purpose was well met with excellent content

3 – The speech effectively met the expressed general purpose

2 – The speech came close to meeting the expressed general purpose, but some points or parts missed meeting that goal

1 – The speech did not meet the expressed general purpose