

PROJECT CHECKLIST

Evaluation and Feedback

Purpose: The purpose of this project is to practice applying feedback and serve as a speech evaluator during a club meeting.

Overview: This project includes **two** 5- to 7-minute speeches. Choose any topic for your first Evaluation and Feedback speech. After your speech, carefully review the feedback you received from your evaluator.

At a future club meeting, present your second Evaluation and Feedback speech. You may create a new speech, revise your first Evaluation and Feedback speech, or present your first Evaluation and Feedback speech again if you are focusing on feedback you received on how you delivered your first Evaluation and Feedback speech.

Your second speech should reflect some or all of the feedback you received after your first Evaluation and Feedback speech.

Finally, after you have completed both speeches, serve as an evaluator at a club meeting and deliver constructive feedback about another member's presentation.

This project includes:

- ▶ **Speech one:** A 5- to 7-minute speech on any topic
- ▶ **Speech two:** A 5- to 7-minute speech on any topic, that incorporating at least some of the feedback received from speech one. This may be the same speech as speech one, a revision of that speech, or an entirely new speech depending on feedback and your goals.
- ▶ **Speech Evaluator:** Serve as a speech evaluator

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

☐ Schedule your speech with the Vice President Education.

☐ Write your first speech for this project.

☐ Rehearse your speech.



- ☐ Present your first speech.

- ☐ Schedule your second speech with the Vice President Education. Remember, the evaluator of your first speech must evaluate your second speech. If the same evaluator is unavailable, share their feedback with a second evaluator.

- ☐ Write your second speech for this project. Incorporate the feedback your evaluator provided after your first speech. You may present the same speech again, revise it, or write a new speech.

- ☐ Rehearse your second speech.

- ☐ Present your second speech.

- ☐ Volunteer to be a speech evaluator at a club meeting after you have completed both speeches. Coordinate this with your Vice President Education in advance of a club meeting.

- ☐ After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the “Assess Your Skills—After” screen.
