

# EVALUATION FORM

## Evaluation and Feedback—Second Speech

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

Date\_\_\_\_\_

Evaluator\_\_\_\_\_

Speech Length: 5 – 7 minutes

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

### Purpose Statements

- ▶ The purpose of this project is to practice applying feedback and serve as a speech evaluator during a club meeting.
- ▶ The purpose of this speech is for the member to demonstrate their ability to deliver an effective, respectful speech evaluation speech.

### Speaker identified feedback to observe during this speech

**Speaker:** To help your evaluator meet your goals, identify at least one change you have made to your speech or delivery based on your first Evaluation and Feedback project speech evaluation.

### Notes for the Evaluator

During the completion of this project, the member:

- ▶ Received feedback about their first speech
- ▶ Worked to apply the feedback to a second speech

About this speech:

- ▶ The member will deliver a well-organized speech on any topic and incorporate feedback from their previous speech evaluation.
- ▶ The member may choose to present the same speech, a revision of their first Evaluation and Feedback speech, or a new speech.

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:



## EVALUATION FORM - Evaluation and Feedback—Second Speech

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>Applied Feedback:</b> Feedback from first speech is applied to second speech					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

**Applied Feedback**

- 5 – Delivers an exemplary second speech with feedback from first speech appropriately applied
- 4 – Delivers an excellent second speech with feedback from first speech appropriately applied
- 3 – Feedback from first speech is applied to second speech
- 2 – Some feedback from first speech is applied to second speech, but needs improvement
- 1 – Little or no feedback from first speech is applied to second speech