EVALUATION FORM
Manage Projects Successfully—First Speech

Member Name _____ Date _____

Evaluator _____ **Speech Length:** 2 – 3 minutes

Speech Title

Purpose Statements
- The purpose of this project is for the member to practice developing a plan, building a team, and fulfilling the plan with the help of his or her team.
- The purpose of the **first speech** is for the member to give a short overview of the plan for his or her project.

Notes for the Evaluator
The member completing this project has committed a great deal of time to building a team and developing a project plan.

This is a 2- to 3-minute report on the member's plan. Listen for:
- An explanation of what the member intends to accomplish
- Information about the team the member has built to help him or her accomplish the plan
- A well-organized informational speech

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:

Audience Awareness: Demonstrates awareness of audience engagement and needs

5	**4**	**3**	**2**	**1**	Comment:

Comfort Level: Appears comfortable with the audience

5	**4**	**3**	**2**	**1**	Comment:

Interest: Engages audience with interesting, well-constructed content

5	**4**	**3**	**2**	**1**	Comment:

Topic: Shares some aspect of his or her plan, team, or project

5	**4**	**3**	**2**	**1**	Comment:

EVALUATION FORM
Manage Projects Successfully—Second Speech

Member Name _____ Date _____

Evaluator _____ **Speech Length:** 5 – 7 minutes

Speech Title	

Purpose Statements

- The purpose of this project is for the member to practice developing a plan, building a team, and fulfilling the plan with the help of his or her team.
- The purpose of the **second speech** is for the member to share some aspect of his or her experience managing a project.

Notes for the Evaluator

The member completing this project has committed a great deal of time to developing a project plan, building a team, and fulfilling the plan.

This is a 5- to 7-minute speech about the member's experience managing a project. This speech can be humorous, informational, or any type the member feels is appropriate. Listen for:

- Information about what the member learned from planning, building a team, and leading that team through the completion of their project
- The speech should NOT be a report on the content of the "Manage Projects Successfully" project.

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 EXEMPLARY	**4** EXCELS	**3** ACCOMPLISHED	**2** EMERGING	**1** 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:

Audience Awareness: Demonstrates awareness of audience engagement and needs

5   4   3   2   1

Comment:

Comfort Level: Appears comfortable with the audience

5   4   3   2   1

Comment:

Interest: Engages audience with interesting, well-constructed content

5   4   3   2   1

Comment:

Learning: Speech includes information about some aspect of what the member learned or gained from completing the project

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

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

Topic – First Speech

5 – Delivers an exemplary speech about some aspect of his or her plan, team, or project

4 – Delivers a compelling speech about some aspect of his or her plan, team, or project

3 – Shares some aspect of his or her plan, team, or project

2 – Mentions some aspect of his or her plan, team, or project but does not fully address

1 – Speaks on a topic other than his or her plan, team, or project

Learning – Second Speech

5 – Exemplary speech gives value to some aspect of what the member gained from completing the project

4 – Well-organized speech focuses entirely on some aspect of what the member gained from completing the project

3 – Speech includes information about some aspect of what the member gained from completing the project

2 – Speech includes limited information about some aspect of what the member gained from the project

1 – Speech includes little or no information about some aspect of what the member gained completing the project