

# EVALUATION FORM

## Deliver Social Speeches—Second Speech

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

Evaluator \_\_\_\_\_ Speech Length: 3 – 4 minutes

**Speech Title**

### Purpose Statement

The purpose of this project is for the member to practice delivering social speeches in front of club members.

### Notes for the Evaluator

The member completing this project has spent time preparing a social speech.

**Listen for:** A well-organized, well-delivered speech with appropriate content for the type of social speech. You may be evaluating one of the following types of social speeches:

- A toast
- An acceptance speech
- A speech to honor an individual (the presentation of an award, other type of recognition, or a eulogy)
- A speech to honor an organization

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:

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For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

<b>Clarity:</b> Spoken language is clear and is easily understood <div>5      4      3      2      1</div>	Comment:
<b>Vocal Variety:</b> Uses tone, speed, and volume as tools <div>5      4      3      2      1</div>	Comment:
<b>Eye Contact:</b> Effectively uses eye contact to engage audience <div>5      4      3      2      1</div>	Comment:
<b>Gestures:</b> Uses physical gestures effectively <div>5      4      3      2      1</div>	Comment:
<b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs <div>5      4      3      2      1</div>	Comment:
<b>Comfort Level:</b> Appears comfortable with the audience <div>5      4      3      2      1</div>	Comment:
<b>Interest:</b> Engages audience with interesting, well-constructed content <div>5      4      3      2      1</div>	Comment:
<b>Topic:</b> Content fits the topic and the type of social speech <div>5      4      3      2      1</div>	Comment:

# EVALUATION CRITERIA

## Deliver Social Speeches

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

- 5 – Content is exemplary for both the topic and the type of social speech
- 4 – Content fully supports the topic and the type of social speech
- 3 – Content fits the topic and the type of social speech
- 2 – Content could be improved for the topic and the type of social speech
- 1 – Content seems inappropriate for the topic and/or the type of social speech

