

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:

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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

Clarity: Spoken language is clear and is easily understood <div>5 4 3 2 1</div>	Comment:
Vocal Variety: Uses tone, speed, and volume as tools <div>5 4 3 2 1</div>	Comment:
Eye Contact: Effectively uses eye contact to engage audience <div>5 4 3 2 1</div>	Comment:
Gestures: Uses physical gestures effectively <div>5 4 3 2 1</div>	Comment:
Audience Awareness: Demonstrates awareness of audience engagement and needs <div>5 4 3 2 1</div>	Comment:
Comfort Level: Appears comfortable with the audience <div>5 4 3 2 1</div>	Comment:
Interest: Engages audience with interesting, well-constructed content <div>5 4 3 2 1</div>	Comment:
Topic: Shares some aspect of his or her plan, team, or project <div>5 4 3 2 1</div>	Comment: