

EVALUATION FORM

Team Building—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 the skills needed to build a cohesive team and host an event.
- The purpose of this **first speech** is for the member to introduce the team-building event he or she plans to host.

Notes for the Evaluator

The member completing this project has spent a significant amount of time building a team and developing a team-building event.

About this speech:

- The member will deliver a well-organized speech.
- The speech should be about the member's plans for a team-building event.
- The speech can be humorous, informational or any style the member chooses.
- The speech should not be a report on the content of the "Team Building" project.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:



EVALUATION FORM - Team Building—First Speech

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

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING
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Clarity: Spoken language is clear and is easily understood	Comment:			
5	4	3	2	1
Vocal Variety: Uses tone, speed, and volume as tools	Comment:			
5	4	3	2	1
Eye Contact: Effectively uses eye contact to engage audience	Comment:			
5	4	3	2	1
Gestures: Uses physical gestures effectively	Comment:			
5	4	3	2	1
Audience Awareness: Demonstrates awareness of audience engagement and needs	Comment:			
5	4	3	2	1
Comfort Level: Appears comfortable with the audience	Comment:			
5	4	3	2	1
Interest: Engages audience with interesting, well-constructed content	Comment:			
5	4	3	2	1

EVALUATION CRITERIA

Team Building—First Speech

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

EVALUATION FORM

Team Building—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 the skills needed to build a cohesive team and host an event.
- The purpose of this **second speech** is for the member to share some aspect of his or her experience building a team and leading a team-building event.

Notes for the Evaluator

The member completing this project has spent a significant amount of time building a team, and developing and hosting a team-building event.

About this speech:

- The member will deliver a well-organized speech.
- The content of the speech should reflect some aspect of the member's experience building or leading a team or the event.
- The speech can be humorous, informational or any style the member chooses.
- The speech should not be a report on the content of the "Team Building" 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
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Clarity: Spoken language is clear and is easily understood	Comment:				
5	4	3	2	1	
Vocal Variety: Uses tone, speed, and volume as tools	Comment:				
5	4	3	2	1	
Eye Contact: Effectively uses eye contact to engage audience	Comment:				
5	4	3	2	1	
Gestures: Uses physical gestures effectively	Comment:				
5	4	3	2	1	
Audience Awareness: Demonstrates awareness of audience engagement and needs	Comment:				
5	4	3	2	1	
Comfort Level: Appears comfortable with the audience	Comment:				
5	4	3	2	1	
Interest: Engages audience with interesting, well-constructed content	Comment:				
5	4	3	2	1	
Topic: Shares some aspect of experience building a team and/or hosting a team-building event	Comment:				
5	4	3	2	1	

EVALUATION CRITERIA

Team Building—Second Speech

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** – Delivers an exemplary speech about some aspect of experience building a team and/or hosting a team-building event
- 4** – Delivers an excellent speech about some aspect of experience building a team and/or hosting a team-building event
- 3** – Shares some aspect of experience building a team and/or hosting a team-building event
- 2** – Mentions some aspect of experience building a team and/or hosting a team-building event, but does not fully address
- 1** – Delivers a speech on a topic other than some experience building a team and/or hosting a team-building event

