# EVALUATION FORM
## Moderate a Panel Discussion

Member Name _____  Date _____

Evaluator _____  **Speech Length:** 20 – 40 minutes

| **Speech Title** | |
|---|---|

## Purpose Statement

The purpose of this project is for the member to apply his or her skills as a public speaker and leader to facilitate a panel discussion.

## Notes for the Evaluator

During the completion of this project, the member:

- Spent time planning a panel discussion on a topic
- Organized the panel discussion and invited at least three panelists

About this panel discussion:

- The panel discussion should be well-organized and well-moderated by the member completing the project.
- Consider how the member sets the tone, keeps panelists on topic, fields questions from attendees, and generally runs the panel discussion.
- This panel discussion should not be a report on the content of the "Moderate a Panel Discussion" 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: |
|---|---|---|---|---|---|

**Moderating:** Moderates panel discussion well

| 5 | 4 | 3 | 2 | 1 | Comment: |
|---|---|---|---|---|---|

**Panel Selection:** Selected panel members well for their expertise on the topic

| 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

## Moderating

**5** – Sets an exemplary example of successful panel moderation
**4** – Sets an excellent example of a well-moderated panel discussion
**3** – Moderates panel discussion well
**2** – Moderation skills are present, but need improvement
**1** – Shows little skill or preparation when moderating the panel discussion

## Panel Selection

**5** – Exemplary selection of panel members for their expertise on the topic
**4** – Excellent selection of panel members for their expertise on the topic
**3** – Selected panel members well for their expertise on the topic
**2** – Selection of some panel members is not reflective of topic or expertise
**1** – Panel members selected are inappropriate or ineffective for the topic of discussion