

EVALUATION FORM

Distinguished Toastmaster—First Speech

Member Name _____ Date _____

Evaluator _____ Speech Length: 5 – 7 minutes

Speech Title

Purpose Statements

- The purpose of this project is for the member to demonstrate his or her skills as a leader and a public speaker.
- The purpose of this **first speech** is for the member to introduce his or her plan and vision.

Notes for the Evaluator

The member completing this project is working to achieve his or her Distinguished Toastmaster award. The member is contributing a great deal of time and effort to complete a project that benefits an organization.

About this speech:

- The member will deliver a well-organized, well-executed speech about the plan to complete the project of his or her design.
- The member may speak about the plan for the entire project or share an aspect of the plan.
- The member should strive to achieve exemplary ratings on every evaluation criteria for this speech.
- You are responsible for evaluating the member's speech, not the project he or she will complete.

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 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:
Plan: Communicates all or part of the project plan 5 4 3 2 1	Comment: