

EVALUATION FORM

Manage Online Meetings

Member Name _____ Date _____

Evaluator _____ Speech Length: 20 – 25 minutes

Speech Title

Purpose Statement

The purpose of this project is for the member to practice facilitating an online meeting or leading a webinar.

Notes for the Evaluator

During the completion of this project, the member spent a great deal of time organizing and preparing to facilitate an online meeting or webinar.

About this online meeting or webinar:

- In order to complete this evaluation, you must attend the webinar or online meeting.
- The member will deliver a well-organized meeting or webinar. Depending on the type, the member may facilitate a discussion between others or disseminate information to attendees at the session.
- The member should use excellent facilitation and public speaking skills.

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	
Technology Management: Conducts a well-run meeting or webinar with limited technical issues caused by the member	Comment:				
5	4	3	2	1	
Organization: Meeting or webinar is well-organized	Comment:				
5	4	3	2	1	

EVALUATION CRITERIA

Manage Online Meetings

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

Technology Management

- 5** – Conducts an exemplary meeting or webinar with no technical issues caused by the member
- 4** – Conducts an excellent meeting or webinar with no technical issues caused by the member
- 3** – Conducts a well-run meeting or webinar with limited technical issues caused by the member
- 2** – Meeting or webinar is occasionally interrupted by technical issues caused by the member
- 1** – Meeting or webinar is interrupted by several technical issues caused by the member

Organization

- 5** – Meeting or webinar is an exemplary example of the use of media and delivery of content
- 4** – Meeting or webinar is an excellent example of organization
- 3** – Meeting or webinar is well-organized
- 2** – Member made an attempt to organize meeting or webinar, but the online event did not run well
- 1** – Meeting or webinar lacks organization

