

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:



EVALUATION FORM – Distinguished Toastmaster—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	
Plan: Communicates all or part of the project plan	Comment:				
5	4	3	2	1	



EVALUATION FORM

Distinguished Toastmaster—Second Speech

Member Name _____ Date _____

Evaluator _____ Speech Length: 8 – 10 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 **second speech** is for the member to share some aspect of his or her experience completing the project.

Notes for the Evaluator

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

About this speech:

- The member will deliver a well-organized, well-executed speech about the project he or she designed, implemented, and completed.
- The member may speak about the entire project or share an aspect of it and the end result.
- 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 completed.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:



EVALUATION FORM - Distinguished Toastmaster—Second 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
Topic: Communicates some aspect of the impact, process, or other substantial part of his or her project	Comment:			
5	4	3	2	1



EVALUATION CRITERIA

Distinguished Toastmaster

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

Plan (first speech only)

- 5** – Presentation of the project plan is comprehensive and exemplary
- 4** – Gives an excellent presentation on all or part of the project plan
- 3** – Communicates all or part of the project plan
- 2** – Mentions the project plan but focuses on other topics
- 1** – Speaks about topic other than some aspect of the project plan

Topic (second speech only)

- 5** – Delivers an exemplary speech about some aspect of the impact, process, or other substantial part of his or her project
- 4** – Delivers an excellent speech about some aspect of the impact, process, or other substantial part of his or her project
- 3** – Communicates some aspect of the impact, process, or other substantial part of his or her project
- 2** – Mentions some aspect of the impact, process, or other substantial part of his or her project, but focuses on other topics
- 1** – Speaks about topic other than some aspect of the impact, process, or other substantial part of his or her project

