

EVALUATION GUIDE FOR **YOUR BODY SPEAKS**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to use stance, body movement, gestures, facial expressions and eye contact that illustrate and enhance his or her verbal message. Movement, gestures, facial expressions and eye contact should be smooth and natural. Body language should enhance and clarify the speaker's words and help the audience visualize the speaker's points and overall message. The message you see should be the same one you hear. The speech must have a clear purpose and appropriate organization. Also, the speaker must use words and arrangements of words that effectively communicate his or her message to the audience. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate space for each item. Add your comments for those items deserving praise or specific suggestions for improvement.

COMMENTS / SUGGESTIONS

- | | |
|---|---|
| ▶ Topic selection: | <input type="checkbox"/> Facilitated body language <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Preparation: | <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Manner: | <input type="checkbox"/> Confident, enthusiastic <input type="checkbox"/> Satisfactory <input type="checkbox"/> Nervous, tense |
| ▶ Posture: | <input type="checkbox"/> Poised, balanced <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Gestures: | <input type="checkbox"/> Natural, evocative <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Body movement: | <input type="checkbox"/> Purposeful, smooth <input type="checkbox"/> Satisfactory <input type="checkbox"/> Awkward, distracting |
| ▶ Eye contact: | <input type="checkbox"/> Established visual bonds <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Facial expression: | <input type="checkbox"/> Animated, friendly, genuine <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Speech purpose: | <input type="checkbox"/> Clear <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ Speech organization: | <input type="checkbox"/> Logical, clear <input type="checkbox"/> Satisfactory <input type="checkbox"/> Could improve |
| ▶ What could the speaker have done differently to make the speech more effective? | |
| ▶ What did you like about the presentation? | |