

INDIVIDUAL SPEECH EVALUATION FORM

Project: Title:

Speaker: Evaluator: Date:

Note List your constructive comments under the appropriate headings.
To Emphasize the strong and weak points.
The In your comments, stress the outstanding qualities and
Evaluator be specific in pointing out the weaknesses of the talk.
Write details on this sheet and hand it to the speaker at the close of the meeting.

AS I SAW YOU

(Approach, position, personal appearance, facial expression, gestures, distracting mannerisms)

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.....

AS I HEARD YOU

MATERIAL (Content, Introduction, Body, Conclusion.
Omit comments on grammar if a language evaluator is appointed)

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VOICE (Vocal variety, Enthusiasm, Sincerity, Force, Rate, Pitch)

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AS I REACTED TO YOU

What was the purpose of the talk?
Was the purpose achieved?
Was the talk interesting?
To improve you next speech, I suggest you

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SAMPLE EVALUATION FORMAT

Club President, Fellow Toastmasters, Welcome Guests, and especially

Today, it is my pleasure to give you my opinion about your speech. First, I will talk about the purpose of your speech. Second, I want to talk about the strong points of your speech and finally, I will offer you some suggestions that I believe will make your speech even more effective.

The purpose of your speech was to

And I feel that it achieved that purpose by

I believe the strongest part of your speech was

Your transitions were

Your examples were

And your greatly enhanced the speech.

I especially enjoyed your masterful use of: (check the appropriate areas)

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|---------------------|--------------------------|----------------------|
| Vocal rate | Vocal pitch | Eye Contact |
| Body Movement | Facial Expressions | Use of Humor |
| Examples | Use of gestures | Proper Words |
| Pronunciation | Poise | Enthusiasm |
| Props | Use of Repetition | Call to Action |

It is very difficult for me to suggest improvements to an already outstanding speech, but I do have a couple of suggestions that might be helpful: (check appropriate areas)

- | | | |
|-----------------------------|--------------------------|----------------------------|
| Vocal rate | Vocal pitch | Increase Eye Contact |
| Body Movement | Facial Expressions | More Humor |
| More Examples | More gestures | Better words |
| Improve Pronunciation | Work on poise | More enthusiasm |
| Use Props | Use repetition | Have call to action |

In conclusion, I enjoyed your speech very much. It reminded me of something that a wise man once said