

SINGLE MINUTE.

2-3 MIN  
EVALUATION

# EVALUATION FORM

Evaluation and Feedback—First Speech

Member Name ANTHONY Date 22 JULY 19  
Evaluator STEVE S. Speech Length: 5 - 7 minutes

## Speech Title

MAKING A CUP OF COFFEE.

GOAL: Storyline + Informative.

## Purpose Statements DRY RUN.

- The purpose of this project is for the member to present a speech on any topic, receive feedback, and apply the feedback to a second speech.
- The purpose of this speech is for the member to present a speech and receive feedback from the evaluator.

## Notes for the Evaluator

The member has spent time writing a speech to present at a club meeting.

About this speech:

- The member will deliver a well-organized speech on any topic.
- Focus on the member's speaking style. Be sure to recommend improvements that the member can apply to the next speech.
- The speech may be humorous, informational, or any style the member chooses.
- The member will ask you to evaluate his or her second speech at a future meeting.

## General Comments

You excelled at:

- ① CLEAR SPEAKING =
- ① VOCAL VARIETY = ANGUISH / SCAR
- ① COMFORTABLE = WALKOVER / HANDS 1, 2, 3.
- ① QUESTIONS =

CLEAR / COMFORT  
ANGUISH / SCAR / PUCKER  
NO NOTES ✓✓  
→ HAND

You may want to work on:

- ② YOU USED EYE CONTACT WITH (GLANCING)
- ② BUT LOOK AT PEOPLE (AS IF ONLY PERSON IN ROOM)
- ② NAIL BENDING - LITTLE FINGER LOOSE YOURSELF

To challenge yourself:

③ CADENCE.  
Roller coaster  Roller coaster.

④ ALL UP - CONFIDENT - ENAGINE + FUNNY. → SINGLE-MINUTE IN ADDITION  
GUSTO

- ① EXCELLENCE
- ② WORK ON
- ③ CHALLENGES

**EVALUATION FORM** - Evaluation and Feedback—First Speech

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

**Vocal Variety:** Uses tone, speed, and volume as tools

5 4 3 2

**Eye Contact:** Effectively uses eye contact to engage audience

5 4 3 2

**Gestures:** Uses physical gestures effectively

5 4 3 2

**Audience Awareness:** Demonstrates awareness of audience engagement and needs

5 4 3 2

**Comfort Level:** Appears comfortable with the audience

5 4 3 2

**Interest:** Engages audience with interesting, well-constructed content

5 4 3 2

Comment:

CLEAR SPEAKING ✓

Comment:

SHOWING ANXIETY / PLEASED.

Comment:

GLANCING, STAIRS DOWN

Comment:

HAND 1,2,3. EMPHASIS.

WALKING OUT ✓

SOUL ✓ PUCKER ✓ REPEAT X 2

Comment:

SAN / NOT MEN 2BSAR.

Comment:

CIF ✓ OOTS, LAUGHS.

TEMP. CONSISTENCY.

Comment:

GOOD COMFORT ✓ LITTLE FLAT

AT END. SEEMED FORGOT

LAST

Comment:

OOTS ✓

LAUGHS ✓ (WHY IS...)

(CONSISTENT COFFEE).

GOOD JOB! 24.5

