

Handy Dandy Evaluation Guide

Start: Two or more things done well. **Then:** one to two constructive comments. **End:** positive comments ... **Avoid** stating that you agree or disagree with the Speaker's point of view. ... **Focus** on the Speaker's performance, not on the Speaker. Rather than, "you could improve," use, "the speech could, perhaps, be improved." ... **Provide** specifics. Rather than, "the opening was weak," use, "starting with a question would have drawn us into your opening." ... **Use** a lot of "I" phrases instead of "you" phrases. Instead of "you did this," use, "it appeared to me." ... **Avoid** judging. Instead of, "the speech was good," use, "I liked the speech." ... **If it is difficult** to identify something that should be improved, ask the question, "**is this the best speech I have ever heard?**" If it is not, try to determine what could make it become the best.

Evaluator	Speech Title	Date
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* **Opening**

C Address Audience? Get Attention?

O About What? Lead Into Body?

N

T **Body**

E Organization?

N Interesting? Support Material?

T Relevant? Appropriate?

. Effective? Clear? Inspirational?

. Help Remember? Persuasive?

.

. **Closing**

. Climax? Produce Results?

. Tie It Together? What To Do?

. Within Time Limit?

* **Physical Appearance**

D Appropriate?

E

L **Body Language**

I Eye Contact? Hands? Face?

V Overuse/Underuse? Detracting/Adding?

E Deliberate? Precise? Appropriate?

R Natural? Spontaneous?

Y

. **Vocal Variety**

. Volume? Pitch? Rate? Quality?

.

. **Manner**

. Enthusiastic? Direct? Assured?

.

. **Presentation**

. Visuals? Humor?

* **Word Use**

L Clear? Accurate/Correct?

A Colorful? Vivid? Appropriate?

N Precise? Simple/Complex?

G Dull/Exciting? Jargon? Slang?

U Always/Never/Everyone Knows?

A

G **Grammar**

E Correct/Incorrect?

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. **Pronunciation / Enunciation**

. Vowel Sounds? Accents? Consonants?.
