

EVALUATING YOUR BODY'S SPOKEN IMAGE

On the reverse side of this sheet is a special evaluation form designed to help you identify your nonverbal strengths and weaknesses as a speaker.

To put it to work for you, begin by selecting an experienced Toastmaster *other than your assigned speech evaluator*. Ask him or her to read the evaluator's instructions that appear below and to complete the form while you deliver a manual speech to your Toastmasters club. After your speech, confer with the evaluator and discuss the results, making sure you fully understand his/her ratings and comments.

When the evaluation is completed, review the portions of *Gestures: Your Body Speaks* that deal with the problem areas noted by your evaluator. Give priority to eliminating any random, distracting mannerisms from your speech delivery. Work on all areas in which your evaluator assigned you a low rating and/or recommended improvement; if there are several, focus on one at a time. You can gauge your progress by periodically conducting follow-up evaluations of your body's spoken image. Additional evaluation forms (#201-A) can be ordered through the Toastmasters Supply Catalog.

EVALUATOR'S INSTRUCTIONS

You have been asked to help a fellow Toastmaster by evaluating the nonverbal aspects of his/her speech delivery. The form on the reverse side of this sheet has five categories: posture, gestures, body movements, facial expressions and eye contact. Under each category are sets of opposite characteristics separated by a five-point rating scale.

During the speaker's presentation, rate each characteristic from one to five — one being negative and five being positive — by circling the appropriate number. Then, offer your specific comments and recommendations for improvement in the space provided along the right-hand margin.

Please keep in mind as you complete this form that you're making value judgments. Strive to be as objective as you can. The numerical ratings you assign aren't "scores" — their sole purpose is to help the speaker identify his/her nonverbal strengths and weaknesses. Be sure to offer positive, supportive recommendations for areas in which improvement is warranted. You are also encouraged to discuss your ratings with the speaker when you return the evaluation form to him or her.

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Speaker _____

NOTE: Before using this form, please read the instructions on the reverse side.

CATEGORY	RATING	CATEGORY	COMMENTS/RECOMMENDED ACTION
POSTURE Nervous/uneasy Uncertain Uncomfortable Slouching Stiff	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	POSTURE Poised Confident Comfortable Erect Relaxed	
GESTURES Artificial/wooden Random Passive Furtive Vague Distracted from verbal message	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	GESTURES Natural/spontaneous Meaningful Lively Expansive Precise Enhanced verbal message	
BODY MOVEMENTS Lifeless/dull Awkward Random Drew attention away from speech	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	BODY MOVEMENTS Fluid/animated Graceful Purposeful Enhanced attentiveness to speech	
FACIAL EXPRESSIONS Deadpan Unfriendly Artificial Incongruent	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	FACIAL EXPRESSIONS Animated Friendly Natural/genuine Appropriate to speech content	
EYE CONTACT Forced/artificial Followed set pattern Did not establish visual bonds	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	EYE CONTACT Natural/smooth No set pattern Established bonds with listeners	