

Evaluation A1 - Making a Start

The member's first speech within the Association is unlikely to demonstrate great proficiency in a range of speaking skills but preparation and practice should be evident. The speech should be evaluated with care and diplomacy. Give examples of strengths and weaknesses and suggestions for improvement as appropriate.

Speaker.....

Date.....

Title.....

Stated time.....

Evaluator.....

Actual Time.....

Points to note see also general comments about previous and future assignments overleaf

Overall impression

Was the speech enjoyable to listen to?

What did the speaker convey?

Manner and confidence

Did the speaker appear to have self-control?

Interesting content

Was the material well chosen?

Evidence of preparation

Was the speaker familiar with the material?

Was there a degree of fluency in the delivery?

Mannerisms

Does the speaker have any distracting mannerisms?

How might these be overcome?

Was body language natural?

Recommendation: Proceed to next exercise _____

Or: Try this exercise again _____

Please return completed form to the Speaker

Evaluator's Signature.....

Date.....

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Include here strong points of this speech on which the speaker should aim to build in future assignments. Did the speaker demonstrate skills in any of the following? Would advice be helpful?

Speech Construction

Arresting opening.

Logical development.

Memorable conclusion.

Content: quality & clarity.

Mean What You Say

Air of sincerity/conviction.

Persuasiveness.

Impact on the audience.

Using Gestures and Body Language

Hands/Head/Whole body.

Eye contact.

Visible, natural or exaggerated.

Using Your Voice Effectively

Effective variation of pitch, pace and volume.

Vocabulary and Word Pictures

Any memorable or effective words or phrases.

Using Notes and Microphone

Did either help or hinder the effectiveness of the speech?

If a microphone was used, was it used effectively?

Using Humour

Appropriate and relevant; well delivered, successful.

In good taste; timing; pauses; natural.

Rapport

Was an affinity with the audience established?

Additional Comments: (points worthy of praise or requiring advice)