

Evaluation A2 - Constructing a Speech

Demonstrate the effective use of a clear introduction, the development of the central ideas of the speech and an integrated and powerful conclusion. 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 points about previous and future skills overleaf

Was there an arresting opening?

Did the opening introduce the subject effectively?

How did the speaker achieve this?

Were the ideas effectively developed?

Was the material of good quality?

Was there a logical development?

Were the component ideas well linked?

Did they build into a coherent whole?

Was there an effective conclusion?

Did it evolve naturally out of the main body?

Did it reinforce the main theme?

Did it leave a lasting impression?

Was the speech appropriately balanced?

Did the speaker have too much or too little?

Material overall or in any one section?

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 maintain an adequate standard in any of the following previously practised skills?

Making a Start

Manner and poise.
Air of confidence.
Interesting content.
Mannerisms.

Other Skills: Did the speaker demonstrate any of the following? Would advice be helpful?

Mean What You Say

Choice of subject.
Appropriateness.
Sincerity/conviction.
Persuasiveness.
Appeal to logic or emotion!

Using Gestures

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

Quality of vocabulary.
Grammar and usage.
Effective use of devices such as alliteration, rhyming, word play.

Using Notes and Microphone

Did the notes 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)