

Evaluation A3 - Mean What You Say

An opportunity for the speaker to persuade or convince an audience about a subject on which they hold a definite view. This assignment is intended to build confidence in a new member. 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/future skills overleaf)

Choice of subject

Appropriate for the purpose?

Appropriate for the speaker?

Appropriate for the audience?

Sincerity and conviction

Did the speaker seem to believe in the cause?

Was the speaker enthusiastic?

Persuasiveness

Did the speaker convince the audience?

How? Appeal to logic or emotion?

Appropriate style of delivery?

Use of humour or empathy?

Overall effect

Was the content well chosen?

Did the speech appeal to the audience?

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.

Speech Construction

Arresting opening.
Logical development.
Memorable conclusion.
Content: quality and clarity.

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

Using Gestures

Hands/Head/Whole body
Eye contact
Visible; Natural or exaggerated

Using Your Voice Effectively

Effective variation of pitch, pace and volume

Using Notes and Microphone

Did either help or hinder the effectiveness of the speech?
If a microphone was used was it used effectively?

Vocabulary and Word Pictures

Any memorable or effective words or phrases?

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)