

Evaluation A5 - Using Your Voice Effectively

Demonstrate the effective use of a variety of volume, pitch and pace, together with pause and inflection, to add meaning or emphasis to the speech. 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)

Was the diction clear and accurate?

Enunciation and pronunciation?

Was the speech clearly audible?

Even at the back of the audience?

Was there a variety of pace?

Did it reflect the message?

Pitch and tone:

Were they appropriately varied?

Were they used effectively?

Use of pauses

Were there any?

Were they effective?

Had the speaker prepared?

Was the subject well chosen?

Was there effective use of rhythm and cadence?

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 the following previously practised skills?

Making a Start

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

Speech Construction

Arresting opening and memorable conclusion
Logical development.
Content quality and clarity

Mean What You Say

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

Using Gestures and Body Language

Hands/Head/Whole Body.
Eye contact.
Visible: natural or exaggerated.

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

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)