

Evaluation A7 – Using Notes and Microphone

Unobtrusive use of notes, appropriate to the speech and style of the speaker. A copy should be given to the evaluator before the meeting. 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)

Format of notes

Card/paper: size.

Handling of the notes

Obtrusive/natural.

Degree of dependence on/reference to notes

Detailed facts; statistics; need for precise wording.

Strict adherence to construction.

Eye Contact

Style of Notes

Full/part script/Headings

Use of Highlighting.

“Stage Directions”.

Did the Use Of Notes

Help or hinder the effectiveness of the speech?

Use of Microphone (if appropriate)

Type of microphone used/ How effective was its use.

Any advice which would help the speaker to use the equipment?

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; clarity of thought.

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.

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

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

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)