

EVALUATION FORM

Deliver Social Speeches—Second Speech

Member Name _____ Date _____

Evaluator _____ Speech Length: 3 – 4 minutes

Speech Title _____

Purpose Statement

The purpose of this project is for the member to practice delivering social speeches in front of club members.

Notes for the Evaluator

The member completing this project has spent time preparing a social speech.

Listen for: A well-organized, well-delivered speech with appropriate content for the type of social speech. You may be evaluating one of the following types of social speeches:

- A toast
- An acceptance speech
- A speech to honor an individual (the presentation of an award, other type of recognition, or a eulogy)
- A speech to honor an organization

General Comments

You excelled at:

You may want to work on:

To challenge yourself:



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For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1	
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING	
Clarity: Spoken language is clear and is easily understood					Comment:
5	4	3	2	1	
Vocal Variety: Uses tone, speed, and volume as tools					Comment:
5	4	3	2	1	
Eye Contact: Effectively uses eye contact to engage audience					Comment:
5	4	3	2	1	
Gestures: Uses physical gestures effectively					Comment:
5	4	3	2	1	
Audience Awareness: Demonstrates awareness of audience engagement and needs					Comment:
5	4	3	2	1	
Comfort Level: Appears comfortable with the audience					Comment:
5	4	3	2	1	
Interest: Engages audience with interesting, well-constructed content					Comment:
5	4	3	2	1	
Topic: Content fits the topic and the type of social speech					Comment:
5	4	3	2	1	

EVALUATION CRITERIA

Deliver Social Speeches

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

Audience Awareness

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively

- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice
- 1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

Topic

- 5 – Content is exemplary for both the topic and the type of social speech
- 4 – Content fully supports the topic and the type of social speech
- 3 – Content fits the topic and the type of social speech
- 2 – Content could be improved for the topic and the type of social speech
- 1 – Content seems inappropriate for the topic and/or the type of social speech

