Evaluation Form

Writing a Speech With Purpose

Member Name _____   Date _____

Evaluator _____   **Speech Length** 5–7 minutes

Speech Title _____

Speech Purpose Statement

Project Purpose

The purpose of this project is for the member to learn or review basic methods for writing a speech with a defined purpose and to present a well-organized speech on any topic.

Notes for the Evaluator

The member completing this project is working to write a speech with purpose. The speech they create must be well-written and clearly focused. Their goal is to meet their expressed purpose statement with a well-executed speech.

About this speech:

▸ The member will present a well-organized, well-delivered speech.

▸ The speech may be humorous, informational, or any style the member chooses. The speech content and style should work well together.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

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

Clarity: Spoken language is clear and is easily understood

    5 – Exemplary   4 – Excels   3 – Accomplisd   2 – Emerging   1 – Developing

Comments:

Vocal Variety: Uses tone, speed, and volume as tools

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Eye Contact: Effectively uses eye contact to engage audience

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Gestures: Uses physical gestures effectively

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Interest and Purpose: Engages audience with interesting, well-constructed content that supports the specific purpose of the speech

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Comfort Level: Appears comfortable with the audience

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Specific Speech Purpose: The specific purpose was clear and supported by the speech style and organization

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

General Speech Purpose: The speech effectively met the expressed general purpose

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Evaluation Criteria

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

5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

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

Interest and Purpose

5 – Fully engages audience with exemplary, well-constructed content that expertly meets the purpose of the speech
4 – Engages audience with highly compelling, well-constructed content that meets the specific purpose of the speech
3 – Engages audience with interesting, well-constructed content that supports the specific purpose of the speech
2 – Content is interesting but not well-constructed or is well-constructed but not interesting and may or may not meet the specific purpose of the speech
1 – Content is neither interesting nor well-constructed and does not meet the specific purpose of the speech

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

Specific Speech Purpose

5 – Exemplary speech content and organization clearly fulfilled the specific purpose of the speech with precision
4 – The specific purpose was well-executed and the speech style and organization enhanced the speech and topic
3 – The specific purpose was clear and supported by the speech style and organization
2 – The specific purpose was unclear and/or the speech style and organization did not support the specific purpose
1 – The specific purpose was not expressed and the speech style and organization detracted from the speech topic

General Speech Purpose

5 – Expressed general purpose was met with excellent content and exemplary delivery
4 – Expressed general purpose was well met with excellent content
3 – The speech effectively met the expressed general purpose
2 – The speech came close to meeting the expressed general purpose, but some points or parts missed meeting that goal
1 – The speech did not meet the expressed general purpose