

EVALUATION FORM

Reaching Consensus—Assignment Option 2

Member Name _____ Date _____

Evaluator _____ Speech Length: 5 – 7 minutes

Speech Title

Note: If the member chose to lead club members toward consensus during a Toastmasters meeting, then use the Evaluation Form for the first assignment option to complete your evaluation.

Purpose Statements

- The purpose of this project is for the member to work with a group to practice reaching consensus on any topic.
- The purpose of this speech is for the member to discuss his or her experience leading a non-Toastmasters group toward consensus.

Notes for the Evaluator

During the completion of the project, the member led a group toward consensus.

Listen for: A well-organized speech about his or her experience leading a group toward consensus. The speech may be humorous, informational, or any type of the member's choosing. The speech should not be a report on the content of the "Reaching Consensus" project.

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.

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

Clarity: Spoken language is clear and is easily understood <div>54321</div>	Comment:
Vocal Variety: Uses tone, speed, and volume as tools <div>54321</div>	Comment:
Eye Contact: Effectively uses eye contact to engage audience <div>54321</div>	Comment:
Gestures: Uses physical gestures effectively <div>54321</div>	Comment:
Audience Awareness: Demonstrates awareness of audience engagement and needs <div>54321</div>	Comment:
Comfort Level: Appears comfortable with the audience <div>54321</div>	Comment:
Interest: Engages audience with interesting, well-constructed content <div>54321</div>	Comment:
Topic: Shares some aspect of his or her experience leading a non-Toastmasters group toward consensus <div>54321</div>	Comment:

EVALUATION CRITERIA

Reaching Consensus—Assignment Option 2

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 – Delivers an exemplary speech about some aspect of his or her experience leading a non-Toastmasters group toward consensus
- 4 – Delivers a compelling speech about some aspect of his or her experience leading a non-Toastmasters group toward consensus
- 3 – Shares some aspect of his or her experience leading a non-Toastmasters group toward consensus
- 2 – Mentions some aspect of his or her experience leading a non-Toastmasters group toward consensus, but does not fully address
- 1 – Speaks on a topic other than some aspect of his or her experience leading a non-Toastmasters group toward consensus

