EVALUATION FORM
Evaluation and Feedback—Second Speech

Member Name _____   **Date** _____

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

Speech Title

Purpose Statements
- The purpose of this project is for the member to present a speech on any topic, receive feedback, and apply the feedback to a second speech.
- The purpose of this speech is for the member to demonstrate that he or she has applied the feedback received from his or her first speech.

Notes for the Evaluator
During the completion of this project, the member:
- Received feedback about his or her speech
- Worked to apply the feedback to a second speech

About this speech:
- The member will deliver a well-organized speech on any topic and incorporate feedback from his or her previous speech evaluation.
- The member may choose to present the same speech or a new speech.
- The speech may be humorous, informational, or any style the member chooses.
- Be sure the member gives you notes or that you speak with the member before the meeting to discuss the feedback he or she plans to apply in this speech. Pay close attention to these parts of the member's presentation while also providing a comprehensive evaluation of the speech as a whole.

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

   5   **4**   **3**   **2**   **1**

Comment:

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

   5   **4**   **3**   **2**   **1**

Comment:

Eye Contact: Effectively uses eye contact to engage audience

   5   **4**   **3**   **2**   **1**

Comment:

Gestures: Uses physical gestures effectively

   5   **4**   **3**   **2**   **1**

Comment:

Audience Awareness: Demonstrates awareness of audience engagement and needs

   5   **4**   **3**   **2**   **1**

Comment:

Comfort Level: Appears comfortable with the audience

   5   **4**   **3**   **2**   **1**

Comment:

Interest: Engages audience with interesting, well-constructed content

   5   **4**   **3**   **2**   **1**

Comment:

Applied Feedback: Feedback from first speech is applied to second speech

   5   **4**   **3**   **2**   **1**

Comment:

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

Applied Feedback

5 – Delivers an exemplary second speech with feedback from first speech appropriately applied

4 – Delivers an excellent second speech with feedback from first speech appropriately applied

3 – Feedback from first speech is applied to second speech

2 – Some feedback from first speech is applied to second speech, but needs improvement

1 – Little or no feedback from first speech is applied to second speech