Individual Prepared Speech Evaluation

Speaker__________________________________________Date_____/_____/______

Speech Title_____________________________________________________________

Time Requested_______________________Time taken_______________________

Evaluator_________________________________________

Evaluator: List your constructive comments under the appropriate headings. Emphasize the strong and weak points. In your oral comments stress the outstanding qualities and be specific in pointing out the weaknesses of the talk. Write details on this sheet and hand it to the speaker at the close of the meeting. Do not use this form when evaluation is recorded in manual.

AS I SAW YOU - Approach, position, personal appearance, facial expression, gestures, detracting mannerisms.

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

AS I HEARD YOU - Material - Includes introduction, body, content and conclusion. No need to comment on grammar. Grammarian will do that.

_______________________________________________________________________

VOICE - Variety, enthusiasm, sincerity, force, rate, pitch

_______________________________________________________________________

AS I REACTED TO YOU

What was the purpose of the talk? __________________________________________

Was the purpose achieved? ________________________________________________

Was the talk interesting? _________________________________________________

To improve your next speech I suggest that you ________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________