

EVALUATION GUIDE FOR **THE ICE BREAKER**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: In this speech the new member is to introduce himself/herself to the club and begin speaking before an audience. The speech should have a clear beginning, body, and ending. The speaker has been advised to use notes if necessary and not to be concerned with gestures. Be encouraging and point out the speaker's strong points while gently and kindly mentioning areas that could be improved. Strive to have the speaker look forward to giving another speech. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your verbal evaluation, please write answers to the questions below.

- ▶ What strong points does the speaker already have?
- ▶ How well did the audience get to know the speaker?
- ▶ Did the speech reflect adequate preparation?
- ▶ Did the speaker talk clearly and audibly?
- ▶ Did the speech have a definite opening, body, and conclusion?
- ▶ Please comment on the speaker's use of notes.
- ▶ What could the speaker have done differently that would have improved the speech?
- ▶ What did you like about the presentation?

EVALUATION GUIDE FOR **ORGANIZE YOUR SPEECH**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to present a talk that is organized in a manner that leads the audience to a clearly defined goal. The speech includes a beginning, a body, and a conclusion; major facts or ideas; and appropriate support material, with smooth transitions between the facts and ideas. In addition to your verbal evaluation, please complete this evaluation form by rating the speech in each category and offering comments or specific recommended action where warranted.

- 5 = Excellent
- 4 = Above average for the speaker's experience level
- 3 = Satisfactory
- 2 = Could improve
- 1 = Needs attention

CATEGORY	RATING					COMMENTS / SUGGESTIONS
► Speech Value (Interesting, meaningful to audience)	5	4	3	2	1	
► Preparation (Research, rehearsal)	5	4	3	2	1	
► Organization (Logical, clear)	5	4	3	2	1	
► Opening (Captivating, led into topic)	5	4	3	2	1	
► Body (Flowed smoothly, appropriate support material)	5	4	3	2	1	
► Conclusion (Effective)	5	4	3	2	1	
► Transitions (Appropriate, helpful)	5	4	3	2	1	

► What could the speaker have done differently to make the speech more effective?

► What did you like about the presentation?

EVALUATION GUIDE FOR **GET TO THE POINT**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to prepare a speech that has a clear general purpose (to inform, persuade, entertain, or inspire) and a specific purpose. The speech is to be organized in a manner that best achieves these purposes. The beginning, body, and conclusion should all tie into and reinforce the purposes. The speaker is to project sincerity and conviction and strive not to use notes. Any nervousness displayed should be minimal. In addition to your verbal evaluation, please complete the evaluation form below by rating the speech in each category.

- 5 = Excellent
 4 = Above average for the speaker's experience level
 3 = Satisfactory
 2 = Could improve
 1 = Needs attention

CATEGORY	RATING					COMMENTS / SUGGESTIONS
▶ The general purpose of the speech was clear.	5	4	3	2	1	
▶ The specific purpose of the speech was clear.	5	4	3	2	1	
▶ The speech organization supported the speech's specific purpose.	5	4	3	2	1	
▶ The main points and supporting material contributed to the speech's specific purpose.	5	4	3	2	1	
▶ The beginning, body, and conclusion reinforced the specific purpose.	5	4	3	2	1	
▶ The speaker achieved the specific purpose.	5	4	3	2	1	
▶ The speaker appeared confident and sincere, with minimal nervousness.	5	4	3	2	1	
▶ The speaker did not rely on notes throughout the speech.	5	4	3	2	1	
▶ What could the speaker have done differently to make the speech more effective?						
▶ What did you like about the presentation?						

EVALUATION GUIDE FOR **HOW TO SAY IT**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to use words and arrangements of words that effectively communicate his or her message to the audience. The speaker should select clear, accurate, descriptive and short words and choose verbs that convey action. Sentence and paragraph construction should be simple and short. The speaker needs to include rhetorical devices, avoid jargon and unnecessary words, and use correct grammar. The speech must have a clear purpose and be appropriately organized. Please complete the evaluation form below by checking the appropriate column for each item.

	EXCELLENT	SATISFACTORY	COULD IMPROVE	COMMENTS / SUGGESTIONS
▶ Was the speech topic appropriate for this particular assignment?	_____	_____	_____	
▶ Did the speaker use simple, short, and clear words?	_____	_____	_____	
▶ Did the speaker use vivid, descriptive words that created mental images?	_____	_____	_____	
▶ Did the speaker use words that had more than one meaning or were inaccurate?	_____	_____	_____	
▶ Were the speaker's sentences short, simple, and understandable?	_____	_____	_____	
▶ Did the speaker use rhetorical devices to enhance his or her ideas?	_____	_____	_____	
▶ Did the speaker avoid jargon and unnecessary words?	_____	_____	_____	
▶ Did the speaker use proper grammar and pronunciation?	_____	_____	_____	
▶ Was the speech purpose clear?	_____	_____	_____	
▶ Was the speech effectively organized?	_____	_____	_____	
▶ What could the speaker have done differently to make the speech more effective?				
▶ What did you like about the speech?				

EVALUATION GUIDE FOR **YOUR BODY SPEAKS**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to use stance, body movement, gestures, facial expressions and eye contact that illustrate and enhance his or her verbal message. Movement, gestures, facial expressions and eye contact should be smooth and natural. Body language should enhance and clarify the speaker's words and help the audience visualize the speaker's points and overall message. The message you see should be the same one you hear. The speech must have a clear purpose and appropriate organization. Also, the speaker must use words and arrangements of words that effectively communicate his or her message to the audience. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate space for each item. Add your comments for those items deserving praise or specific suggestions for improvement.

COMMENTS / SUGGESTIONS

- | | |
|---|---|
| ▶ Topic selection: | <input type="checkbox"/> Facilitated body language
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Preparation: | <input type="checkbox"/> Excellent
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Manner: | <input type="checkbox"/> Confident, enthusiastic
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Nervous, tense |
| ▶ Posture: | <input type="checkbox"/> Poised, balanced
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Gestures: | <input type="checkbox"/> Natural, evocative
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Body movement: | <input type="checkbox"/> Purposeful, smooth
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Awkward, distracting |
| ▶ Eye contact: | <input type="checkbox"/> Established visual bonds
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Facial expression: | <input type="checkbox"/> Animated, friendly, genuine
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Speech purpose: | <input type="checkbox"/> Clear
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ Speech organization: | <input type="checkbox"/> Logical, clear
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Could improve |
| ▶ What could the speaker have done differently to make the speech more effective? | |
| ▶ What did you like about the presentation? | |

EVALUATION GUIDE FOR **VOCAL VARIETY**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to use a voice that is pleasing to listen to, with proper balance of volume, pitch, and rate, and use pauses to enhance his or her message. The speaker's voice should reflect and add meaning to the thoughts he or she is presenting. The speaker is to incorporate lessons learned in previous projects about purpose, organization, word usage, and body language. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate space for each category. Add comments where praise is warranted or where you can offer specific suggestions for improvement.

- | | | | |
|--------------------|----------------------------------|------------------|----------------------------|
| ▶ Topic selection: | ___ Facilitated vocal variety | ___ Satisfactory | ___ Could improve |
| ▶ Volume: | ___ Excellent | ___ Satisfactory | ___ Too loud or soft |
| ▶ Rate: | ___ Excellent, varied | ___ Satisfactory | ___ Too fast or too slow |
| ▶ Pitch: | ___ Varied, conversational | ___ Satisfactory | ___ Monotonous, artificial |
| ▶ Quality: | ___ Pleasant, friendly | ___ Satisfactory | ___ Harsh, monotonous |
| ▶ Pauses: | ___ Appropriate, effective | ___ Satisfactory | ___ Could improve |
| ▶ Expressiveness: | ___ Conveyed emotion, meaning | ___ Satisfactory | ___ Could improve |
| ▶ Vocal variety: | ___ Enhanced speech | ___ Satisfactory | ___ Could improve |
| ▶ Organization: | ___ Logical flow of ideas | ___ Satisfactory | ___ Should improve |
| ▶ Word usage: | ___ Vivid, descriptive, accurate | ___ Satisfactory | ___ Could improve |
| ▶ Body language: | ___ Natural, expressive | ___ Satisfactory | ___ Unnatural, distracting |

▶ What could the speaker have done differently to make the speech more effective?

▶ What did you like about the speech?

EVALUATION GUIDE FOR **RESEARCH YOUR TOPIC**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to select a subject of importance to the audience that requires a large amount of research. The speaker is to collect information from numerous sources and carefully support points with specific facts, examples, and illustrations, rather than with just the speaker's own opinions. The speaker is to incorporate what he or she has learned in previous projects about purpose, organization, word usage, body language, and vocal variety, as well as use appropriate suggestions from the evaluations received. In addition to your verbal evaluation, please write answers to the questions below.

- ▶ How well did the speaker's topic apply to the audience?
- ▶ Was the topic well researched?
- ▶ How well did the speaker support his or her main points?
- ▶ Was the support material appropriate for the point made?
- ▶ Did the speaker vary the types of support material?
- ▶ How clear was the speaker's purpose?
- ▶ Was the speech effectively organized?
- ▶ Did the speaker take advantage of body language and vocal variety?
- ▶ What could the speaker have done differently to improve the speech?
- ▶ What did you like about the speech?

EVALUATION GUIDE FOR GET COMFORTABLE WITH VISUAL AIDS

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to present a speech that uses two or more visual aids. The visual aids selected must be appropriate for the message and audience, and be displayed correctly with ease and confidence. The speaker is to incorporate what he or she has learned in previous projects about purpose, organization, word usage, body language, and vocal variety. The speaker also is to use appropriate suggestions from the evaluations received and thoroughly research the subject. Please complete this evaluation form by checking the appropriate column for each item. Add comments for items where special praise is warranted or where you can offer specific suggestions for improvement.

	EXCELLENT	SATISFACTORY	COULD IMPROVE	COMMENTS / SUGGESTIONS
▶ Were the visual aids appropriate for the speech and message?	_____	_____	_____	
▶ Did each visual aid help you to understand and remember the speaker's point?	_____	_____	_____	
▶ Was each visual aid clearly visible?	_____	_____	_____	
▶ If the speaker used computer-based visuals or overhead transparencies, was each visual easy to read and well-designed?	_____	_____	_____	
▶ Did the speaker use the visual aids smoothly and with confidence?	_____	_____	_____	
▶ How clear was the speaker's purpose?	_____	_____	_____	
▶ Did the speaker use body language to reinforce the message?	_____	_____	_____	
▶ Was the speaker's word choice effective and appropriate?	_____	_____	_____	
▶ Was the speech well-researched?	_____	_____	_____	
▶ What could the speaker have done differently to make the speech more effective?				
▶ What did you like about the speech?				

EVALUATION GUIDE FOR **PERSUADE WITH POWER**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to present a persuasive speech that combines logical support for his/her viewpoint with a strong emotional appeal. The speech should focus on the self-interest of the audience. The speaker also has been asked to avoid using notes, if possible. In addition to your oral evaluation, please complete this evaluation form by checking the appropriate column for each item. Add your comments only for those items where special praise is warranted, or where you can offer specific suggestions for improvement.

	EXCELLENT	SATISFACTORY	COULD IMPROVE	COMMENTS / SUGGESTIONS
▶ Did the speaker project sincerity and conviction?	_____	_____	_____	
▶ Was the speaker a credible source of information about this topic?	_____	_____	_____	
▶ Did the speaker phrase his/her appeal in terms of the audience's self-interest?	_____	_____	_____	
▶ Did the speech opening capture the audience's interest?	_____	_____	_____	
▶ Did the speaker use facts and logical reasoning to support his or her views?	_____	_____	_____	
▶ Did the speaker properly use emotion to persuade the audience to support his or her views?	_____	_____	_____	
▶ Was the speech organization effective?	_____	_____	_____	
▶ Did the speaker's body language and vocal variety contribute to the message?	_____	_____	_____	
▶ Were you persuaded to accept the speaker's views?	_____	_____	_____	

▶ What could the speaker have done differently to make the speech more effective?

▶ What did you like about the speech?

EVALUATION GUIDE FOR **INSPIRE YOUR AUDIENCE**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: The speaker is to inspire the audience to improve personally, emotionally, professionally, or spiritually, relying heavily on emotional appeal. The speech should appeal to noble motives and challenge the audience to achieve a higher level of beliefs or achievement. The speaker is to use the skills learned in previous projects and not use notes. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate column for each item. Add comments for those items where special praise is warranted, or where you can offer specific suggestions for improvement.

	EXCELLENT	SATISFACTORY	COULD IMPROVE	COMMENTS / SUGGESTIONS
▶ Was the speech topic relevant to the occasion selected?	_____	_____	_____	
▶ Did the speaker understand and express the feelings and needs of the audience?	_____	_____	_____	
▶ Was the speaker forceful, confident, and positive?	_____	_____	_____	
▶ Did the speaker effectively use stories, anecdotes, and/or quotes to help convey his or her message?	_____	_____	_____	
▶ Did the speaker's words convey strong, vivid mental images?	_____	_____	_____	
▶ Did the speaker's use of body language enhance his or her message?	_____	_____	_____	
▶ Did the speech uplift the audience and motivate them as the speaker intended?	_____	_____	_____	
▶ What could the speaker have done differently to make the speech more effective?				
▶ What did you like about the speech?				

PROJECT COMPLETION RECORD **COMPETENT COMMUNICATION**

PROJECT NUMBER	SPEECH TITLE	DATE	VP EDUC INITIALS
Project 1			
Project 2			
Project 3			
Project 4			
Project 5			
Project 6			
Project 7			
Project 8			
Project 9			
Project 10			

OPTIONAL: Upon your request, Toastmasters International will send an appropriate letter to your employer or supervisor recognizing your accomplishment.

PLEASE PRINT OR TYPE:

Name of Employer / Supervisor: _____

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ State / Province _____

ZIP / Postal Code: _____ Country: _____