

EVALUATION PLAN FORM

Speakers Name: _____ Stage: _____ Title: _____ Evaluator's Name: _____ Date: _____

Read speech manual and find objectives for the Speakers Speech

OBJ 1		OBJ 3	
OBJ 2		OBJ 4	

Speech Organisation	What I liked	What could be improved
<p>Structure</p> <p>Presentation - Did it Flow?</p> <p>Good use of figures/stats</p> <p>Memorable Opening</p> <p>Conclusion</p>		
<p>Speech Mechanics</p> <p>Vocal Variety/Eye contact</p> <p>Gestures/Body Language</p> <p>Props</p>		
<p>Speech Emotion</p> <p>How convincing was the speech?</p> <p>Did the speech engage me?</p> <p>Was the speech interesting?</p>		

STEP 1 - WHAT TO THINK ABOUT WHEN TAKING NOTES

Think of the template above and the 3 significant areas of speeches, speech organisation, mechanics and emotion, when keeping in mind which notes will be taken. Keep evaluation brief and remember positive feedback promotes and motivates people to perform even better. For less experienced speakers focus on the speech organisation and speech mechanic parts of the speech. For more experienced speakers more comments on advanced mechanics and speech emotion will be needed.

STEP 2 – PREPARING EVALUATION

You should have a healthy laundry list from which to quickly prepare for evaluation. Keep evaluation simple by firstly going to *What I like Column* and pick the one thing you liked the most, something special, above expectation for this speech manual assignment. **Highlight this item with a big star or highlighter.** Then find **3 more things** you like about the speech, these should probably be **related to the speech assignment/objectives**, for example if the speech was related to props look for 3 things related to this. Then go to the *What could be Improved Column* and **pick one point** that you think will **bring this speakers ability to the next level.** Again highlight this with a star or a highlighter.

N.B. Not all the points you will have made on this chart can be mentioned in your verbal evaluation.

STEP 3 – DELIVERING EVALUATION

As an evaluator you need to be aware of both educating and motivating the speech giver. To do this the evaluation will start with something positive and then move to something that the speaker can improve upon and then finish with a lot of positives.

A) 3 POSITIVE THINGS

Jump straight into saying the 3 positive things quite quickly (What were they and Why did you like them?) They will most likely relate to the objectives in the manual.

(MOST TIME SPENT ON PARTS B & C)

B) EDUCATE

Use 'I' instead of 'you' statements, as 'you' statements can appear as condescending. Avoid adjectives like good or excellent as these are too vague. Use words that describe your own reactions to the speaker, such as “I was impressed with,” “I was confused about,” “when I heard,” and “I think the speech’s purpose would have been clearer if,” and “I liked it when.” Say what you thought could be improved and what actions the speaker could take to incorporate these in future.

C) END POSITIVE

End on a positive and motivating way. You could use what part of the speech that you liked the most here, as that would give greater encouragement to the speaker. Again you will say what you liked and why you liked it.