

Individual Speech Evaluation Form

Speaker

Date

Subject

Time Requested

Time Taken

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 the sheet and hand it to the speaker at the close of the meeting. Do not use this form when evaluation is recorded in a manual.

As I Saw You

(Approach, personal appearance, position, facial expression, gestures, detracting mannerisms)

As I Heard You

Material

(Content, introduction, body, conclusion, Omit comments on grammar if a grammarian is appointed.)

Voice

(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 would suggest that you

Use of the word of the day: _____times

Ah and Um Count: _____

Evaluator: