Club #7987
District #19

Los Oradores
TOASTMASTERS

Bilingual
Spanish/English

SPEAKER EVALUATION

Speaker's Name _____ Date _____ Evaluator _____

Manual and Assignment _____ Speech Title _____

	E	VG	A	SI	MI	Recommendations for Improvement
PREPARATION Research, organization, rehearsal	1	2	3	4	5	
SPEECH VALUE Original, interesting	1	2	3	4	5	
MANUAL ASSIGNMENT Met project objective	1	2	3	4	5	
OPENING Attention-getting, identified purpose, led into topic	1	2	3	4	5	
BODY OF SPEECH Logical flow, ideas clear, points supported by examples	1	2	3	4	5	
TRANSITIONS Smooth, easy to follow	1	2	3	4	5	
CONCLUSION Effective	1	2	3	4	5	
VOICE Volume, tone, rate, pitch, variety, pronunciation, articulation	1	2	3	4	5	
LANGUAGE Appropriate to topic and audience, enunciation	1	2	3	4	5	
MANNER Posture, confidence, assurance, sincerity, enthusiasm	1	2	3	4	5	
PHYSICAL ACTIONS Gestures, body movements, eye contact, facial expressions	1	2	3	4	5	
OTHERS (specify)	1	2	3	4	5	

The Ten Elements of Effective Evaluation

1. Read the project objectives and evaluation guide.
2. Confer with the speaker before the speech.
3. Listen carefully.
4. Recognize the speaker's strengths.
5. Provide verbal reward for improvement.
6. Suggest positive directions for growth.
7. Recommend alternative actions.
8. Reinforce speaker's commitment to self-improvement.
9. Be positive and supportive.
10. Make the speaker feel good.

This form contains evaluation categories plus room for you to add additional categories, if appropriate. Each category is followed by a five-point rating scale and space for you to provide specific recommendations for improvement. Rate the speaker from one to five in each category using the guide given. Then add your recommendations for improvement.

1. EXCELLENT (E) – worthy of special praise and recognition.
2. VERY GOOD (VG) – the speaker's ability in this category is above average for his/her level of experience.
3. ACCEPTABLE (A) – the speaker's performance in this category is satisfactory.
4. SHOULD IMPROVE (SI) – the speaker should work to improve his/her performance in this category.
5. MUST IMPROVE (MI) – the speaker's performance in this category is a barrier to effective communication and requires immediate attention.

Select those categories in which improvement is both warranted and possible. Ask yourself, "In which category or categories can this speaker make the greatest amount of overall improvement in his or her next speech?"