

INDIVIDUAL SPEECH EVALUATION FORM



Speaker _____ Date _____

Subject _____

Time Requested _____ Time Taken _____

Evaluator: List your constructive comments under the appropriate headings. Mention something the speaker did well and something he or she can improve. In your oral comments stress the outstanding qualities and be specific when providing suggestions for improvement. Write details on this sheet and hand it to the speaker at the close of the meeting. Do not use this form when the evaluation is recorded in a manual.

AS I SAW YOU

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

AS I HEARD YOU

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

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 _____

Evaluator