

# Evaluate Check List

The purpose of an evaluation is to support, help and encourage the speaker to improve, develop and grow their speaking skills, by giving them:

- Honest and sincere praise.
- Positive reinforcement when improvements occur.
- Helpful direction, where and when necessary.



Evaluate the speech – not the person.

**Note: There is no such thing as a perfect speech.**

1. How effective was the speaker's introduction in helping you understand the purpose of *the Speech* \_\_\_\_\_
2. How heavily did the speaker rely on notes? \_\_\_\_\_
3. What aspect of the speaker's style did you find unique? Why? \_\_\_\_\_
4. What could the speaker have done differently to make the speech more effective for you? \_\_\_\_\_
5. What did you like about the speech? \_\_\_\_\_
6. What I **heard, saw, felt and thought** about the speech \_\_\_\_\_

Pt.	Item	Avg.	Good	V. Good	N/A	Comments
1	Speech Effectiveness					
2	Speech Preparation					
3	Vocal Variety					
4	Gestures					
5	Vivid Imagery					
6	Language					
7	Did the speaker structure the speech clearly and simply					
8	Speech Relevancy to Audience					
9	Visuals					
10	Take Away Message					
11	Did the speaker meet objectives?					