

TOASTMASTERS AREA 9: CLUB _____
SPEECH EVALUATION SHEET

Speaker: _____

Speech Title: _____

Time: _____

YOUR EVALUATION OF THE PREPARED SPEAKER

Feedback is vital. Please take a minute to share your honest feelings about the prepared speech.
 Please check the appropriate box/boxes for each category evaluated.

1. In my honest opinion, this is how I rated your speech in each of the following categories:

Category	Excellent	Above Average	Satisfactory	Should Improve	Must Improve	Category	Excellent	Above Average	Satisfactory	Should Improve	Must Improve
1. Speech Value (interesting, meaningful, memorable)						10. Facial Expressions (animated, friendly, genuine, expressive)					
2. Preparation (researched, well written, choreographed, dressed appropriately)						11. Eye Contact (established visual bonds, all of audience)					
3. Delivery Manner (direct, confident, earnest, enthusiastic, with conviction)						12. Vocal Quality (volume, rate, pitch, tone, vitality, articulation, variety)					
4. Opening (attention getting, arousing, led into topic)						13. Language/Words (appropriate for audience, specific, created vivid images)					
5. Body of Speech/Transitions (logical, clear flow of ideas, points supported by facts and stories)						14. Grammar (appropriate use of words, outstanding phrases, less "ah's and crutch phrases)					
6. Conclusion (effective, climactic)						15. Humour (Appropriate, reinforced message, entertaining)					
7. Notes/lectern (no notes or notes used sparingly, was lectern placement an issue)						16. Timing/Pauses (appropriate, enhanced humour, strengthened the ideas presented)					
8. Posture, Movement (natural, purposeful, expressive, smooth)						17. Visual Aids/Props (simple, visible, easy to understand)					
9. Audience Attention & Participation (held audience attention)						18. Manual Goals (Met all goals in manual for the chosen project)					

2. What I liked best about your speech was:

3. My suggestions of where and how to effectively improve are:

Date: _____

By: _____