

Award-Winning Evaluations

Talk with the speaker whose speech you are to evaluate. Get their manual and go over the goals of the speech and what the speaker hopes to achieve. Find out what skills or techniques the speaker hopes to strengthen with the speech. Use the manual and the evaluation form to evaluate the speech. Remember, good evaluations can give new life to discouraged members and poor evaluations may dishearten members who tried their very best. So, please be objective and leave the speaker with specific areas of improvement.

When evaluating a speech, you need to take "you" out of the equation. This isn't about you or an experience that you have had.

The evaluation is about the speech. Was the speech well organized? Did it have an opening, a body, and a close? How did it make you feel?

The speaker also has the option of requesting the evaluator to pay close attention to a specific area of the speech or a specific skill that they are trying to improve upon.

First and foremost: What did the speaker do well or right?

Always start your evaluation with a few positive items that the speaker did correctly or well. Then offer a suggestion as to how they could improve the speech. Do not offer too many suggestions at one time. Don't worry, you'll most likely get an opportunity to evaluate them again.

The ideal evaluation should include a couple of positive things they did well or correctly in each area of the speech and one suggestion of improvement in each area of the speech, if needed.

If the speech was flawless, let them know, as it doesn't happen too often. Then suggest something you would like them to do in the next speech. Challenge them to try a new skill or a different type of speech.

Your evaluation should never be more and 2 1/2 to 3 minutes, and never longer than the speech itself!

Award-Winning Evaluations

Organization

- Opening

Did the speech have a good opening?

Did the opening get your interest right away?

- Body

Did the speech flow well?

Did the speech lead from one thought to another in an orderly fashion that was easy to follow?

- Close

Did the end of the speech come to a good conclusion?

Did the speaker leave you hanging on...wanting more? If so, ask yourself if that was the speaker's intention. If it was, then it was a good close.

Did the speaker's close leave you in silent contemplation? If so, it was most likely a good close.

Technical Merit

- Use of gestures and body language
- Quotes
- Repetitive statements to add emphasis
- Vocal variety
- Use of descriptive words
- Speaking with sincerity
- Facial expressions
- Good use of podium
- No "waving of arms" or "rocking on feet"

Aesthetic Value

- How did the speech make you feel?
- Could you feel the speaker's emotions?
- If the speech was about a place, did the speech take you there?

Constructive Ways to Suggest Improvement

In that situation, I might have _____

Things you might want to work on are _____

What I'd like to see you improve on is _____

With everything else you've done, I know you can _____

If I had any suggestions, it would be _____

One thing I think you could improve is _____

One thing I would suggest changing is _____

Something I would consider is _____

To take your speech to the next level, I suggest _____

What I thought was missing was _____

If you _____, it would add a lot of impact to your speech.

I think you could really improve on _____

Good Ways to Point Out Things

One thing you did exceptionally well was _____ and this is important because _____

You made effective use of _____ and this is important because _____

I was very impressed when you _____ and this is important because _____

The audience _____ when you _____ and this is important because _____

Award-Winning Evaluations

Organization

- Opening: Strong / Captivating / Tied to Speech Title

- Body: Good flow from one point to another / drew you in deeper / orderly and easy to follow

- Close: Good conclusion / left hanging, wanting more / silent contemplation

Technical Merit Gestures/Expression/Voice/Tempo/Quotes/Repetition/Descriptions/Sincerity

Aesthetic Value How did the speech make you feel? / Speaker's emotions / Taken to a place?