



Speech Evaluation Worksheet

Speaker _____ Speech Type _____



For online meetings, this role is typically done while seated.

Follow the 4 steps to a good Speakers League evaluation!

- 1 State whom you are evaluating, and the goal of the speech** (on next page or reverse of this form).
- 2 Mention strengths**, or examples from the speech where the speaker met the stated goal of the speech.
- 3 Mention one or two areas for improvement** (especially related to the goal of the speech) and recommendations for improvement. Do NOT criticize the areas the member has not learned yet.
- 4 Close on a positive note**, mentioning or re-emphasizing areas of success.

Examples of Positive Feedback

- I liked how you _____.
- _____ was particularly effective.
- You could tell the audience liked _____.
- _____ is one of your strengths.
- I also want to mention that your _____ was particularly good.
- I've noticed improvement in your _____.
- I was especially interested in the part _____.
- You showed a lot of confidence when _____.
- I'm looking forward to more of your speeches!

Examples of Constructive Criticism

- I want to encourage you to _____.
- Try to _____ in future speeches.
- I'd like to see you _____ more.
- It can make a big difference if you _____.
- I feel that this speech succeeded more as a [visual aids] speech than as a [gestures] speech.

What was strong? What needs work?

Check the "+" column if the speaker did an especially good job in an area, or the "-" column if this is an area for improvement that could be mentioned. Use these to form your comments for steps 2 - 4.

(Do not simply run down the list during your evaluation.)		(Do not simply run down the list during your evaluation.)	
+	-	+	-
High levels of EYE CONTACT .		ORGANIZATION made the speech understandable and easy to follow.	
PACING not too fast or slow.		Showed SKILLS MATCHING THE SPEAKER'S LEVEL .	
Met time ELIGIBILITY requirement for the speech.		ORIGINAL material. (Did not appear to be copied and pasted from other sources, e.g., Wikipedia.)	
Adequate VOLUME level.		MANAGED SPEECH NOTES effectively	
Did not show excessive RELIANCE ON NOTES .		Had PROFESSIONAL APPEARANCE .	
Natural, CONVERSATIONAL style. (Did not sound like, or appear to be, reading a written report or story.)		Speech was ENTERTAINING .	
Natural, high, broad GESTURES were used fairly constantly during the speech.		Speech was INFORMATIVE .	
VOCAL VARIETY (power, pacing, pitch, and pauses) was used to add interest and meaning.		Effective use of SCREEN SPACE .	
VISUAL AIDS were non-distracting and appropriate in terms of quantity and visibility.		Adequately MET THE GOAL of this speech.	

Note: Speakers should read the complete description of their speech requirements, prior to beginning their speech preparation.

BASIC LEVEL speech goals					
<p>The goal of the “ALL ABOUT ME” speech is to share about yourself so the group gets to know you better.”</p> <p>(For this speech, only criticize skills in the shaded areas on the form.)</p>	<p>The goal of the “FOCUS ON GESTURES” speech is to use natural, high, and broad gestures fairly constantly throughout the speech.</p>	<p>The goal of the “FOCUS ON VOCAL VARIETY” speech is to use changes in your voice (power, pitch, pace, and pauses) to add interest to your message. Natural, high and broad gestures should also be used fairly constantly.</p>	<p>The goal of the “FOCUS ON VISUAL AIDS” speech is to use visual aids to help the group understand and remember what they hear. Natural, high, and broad gestures should also be used fairly constantly, and appropriate vocal variety should also be used.</p>	<p>The goal of the “HOW TO” speech is to be organized and understandable as you teach the group how to do or create something, step-by-step, using visual aids. Natural, high, and broad gestures should be used fairly constantly, and appropriate vocal variety should also be used. The speech must meet the time goal to pass.</p>	<p>The goal of the “I KNOW A LOT ABOUT” speech is to present a speech on an informative topic. The speaker should meet time eligibility, and rate satisfactory, or better, in attire, eye contact, smoothness of delivery, gestures, vocal variety, visual aids, organization, understandability, and effort, demonstrating readiness for the Intermediate Level.</p>

INTERMEDIATE LEVEL speech goals					
<p>The goal of the “I’M INSPIRED” speech is to tell us about a single person whose achievements or approach to life you find inspiring.</p>	<p>The goal of the “GROWN UP” speech is to imagine and describe how your life will look when you are grown up and out of school.</p>	<p>The goal of the “BOOK REVIEW” speech is to persuade others to read a book, or book series, that you enjoyed, without giving away the plot.</p>	<p>The goal of the “WORK OF ART” speech is to research an artist, sculptor, or architect and provide interesting facts and visuals about his/her life and creative pieces.</p>	<p>The goal of the “STORYTELLING” speech is to share a fictional folk tale or story with a moral in a way that is entertaining and holds the interest of the audience. No notes are used for this speech and it is presented without a lectern of any sort.</p>	<p>The goal of the “CHANGED MY LIFE” speech is to describe sincerely an important moment or event in your life that changed how you think or act.</p>

ADVANCED LEVEL speech goals					
<p>The goal of the “NEWS FLASH” speech is to speak about a recent news story in the television, print, or major internet news (in the last couple of weeks), in an engaging way. The speech must meet the time goal to pass.</p>	<p>The goal of the “COMMUNITY HELPER” speech is to interview an interesting member of the community and relay that information back to the group. The speech must meet the time goal to pass.</p>	<p>The goal of the “INFOMERCIAL” speech is to present a 5-7 minute ‘commercial’ for a new product that you create. No screen sharing or slides are permitted. The speech must meet the time goal to pass.</p>	<p>The goal of the “BALANCED DISCUSSION” speech is to present both sides of an issue, and get the audience thinking about their opinion. The speech must meet the time goal to pass.</p>	<p>The goal of the “VOLUNTEERING PROJECT” speech is to share the experience of participating in a volunteer project with other people in the community (while in the Advanced Level). The speech must meet the time goal to pass.</p>	<p>The goal of the “MY JSL JOURNEY” speech is to describe your own development as a public speaker while in your Junior Speakers League club.</p>