



Online Meeting Self-Evaluation Form

Meeting Day/Time _____

Speaker _____

Date of Speech _____

Goal/Type of Speech _____

Level _____

Topic _____

Watch your video while you evaluate yourself

Check item below, if applicable

Needs improvement

Satisfactory

Above Average

1) Professional Appearance

Well groomed and dressed in appropriate "business casual" attire for Speakers League, or for the topic of the speech.

2) Eye Contact

Clearly not reliant on reading the speech. Frequent and extended eye contact with the camera lens.

3) Smoothness of Delivery

Did not lose place frequently or stumble over words during the speech, causing distracting breaks in the presentation. Reading the speech without strong eye contact is not satisfactory.

Appeared to be primarily reading the speech

4) Gestures

Gestures werenatural, constant and added interest to the speech.

Not applicable yet.

5) Vocal Variety

Used power, pacing, pitch, and/or pauses to add meaning and interest.

Not applicable yet

6) Visual Aids

Appropriate number of non-distracting visual aids were used to help the audience members understand and remember what they heard. Screen-sharing (if applicable) was handled smoothly.

Not applicable yet.

7) Organization

The speech conveyed a thesis or theme, i.e. a central idea, purpose, or specific topic, and followed a logical order or format to explain, persuade, or prove.

8) Understandable material

Speech was relevant and appropriate to most of the group, and did not require significant prior knowledge of the topic to understand, enjoy, and/or learn from the speech.

9) Effort Invested

Topic was substantive and presentation demonstrated meaningful preparation and practice invested by speaker.

10) Met Time Eligibility

Speech length met the established eligibility point for this speech.

No

Yes Level III + and JSL Advanced members must meet eligibility to "pass" their speech.

ONLINE ASPECTS: Positioning: Well-framed from the belt-line up and just a little extra space above the head. Gestures and visual aids, if any, easily visible.

11) Lighting satisfactory?

No

Yes

Lighting: Well-lit, without distracting glare from windows or light bulbs. Sound: Speaker used the device microphone or headphones effectively and could generally be heard clearly, and loudly enough.

12) Positioning satisfactory?

No

Yes

13) Sound quality satisfactory?

No

Yes

How many times did you practice your entire speech aloud? _____

What areas for improvement do you plan to focus on? _____

Check here to confirm that you completed this self-evaluation form while watching your speech video.

In addition to meeting the stated goal of the speech, Level II members (and JSL Intermediate) should rate Satisfactory, or better, in at least 7 out of 10 in the non-Online Aspects categories above. Speakers in Level III, and above, (and JSL Advanced) must meet the time goal for the speech and rate Satisfactory, or better, in 10 out of 13 areas above.

Yes No

Comments

Do you feel you met the goal of the speech?
