

Evaluation Pro Forma

Speaker's Name	
Commendations	
Recommendations	
Commendation	

Here is a list of things you can use for choosing commendations and recommendations.

Objectives – did the speaker meet the speech objectives?

Stance - was the stance relaxed and balanced?

Eye contact - did the speaker look directly at members of the audience?

Hands - were the hands open and relaxed? Or clasped together, clenched or behind the back?

Gestures - were the fingers, hands and arms used for emphasis and clarification?

Diction - were the words pronounced clearly and distinctly with color?

Speaking speed - was there variety, including pauses for emphasis?

Voice volume - was there variety with louder and softer volume contrasting the normal?

Opening and conclusion - was the opening attention grabbing and the conclusion effective?

Speech structure - was there a clear beginning, middle and end?

Form prepared by David Nicholas davidnic@iinet.net.au

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