

Speech Evaluator Worksheet

Kapolei Toastmasters Club

Speech title:	Speech project:	Duration:
Speaker:	Evaluator:	Date:

Two people sitting side by side evaluating the same speech will differ in their opinions.

Category	What I Liked	To Improve	Category	What I Liked	To Improve
1. Speech Value (interesting, meaningful, memorable)			10. Facial Expressions (animated, friendly, genuine, expressive)		
2. Preparation (researched, well written, choreographed)			11. Eye Contact (established visual bonds, looked at everyone in audience)		
3. Delivery (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 a vivid image)		
5. Body of Speech/ Transitions (logical, clear flow of ideas, points supported by facts and stories)			14. Grammar (appropriate use of words, outstanding phrases, ah's and crutch phrases)		
6. Conclusion (effective, climactic)			15. Humor (appropriate, reinforced message, entertaining)		
7. Notes/ Lectern (no notes or used sparingly, did not hide behind lectern)			16. Timing/ Pauses (appropriate, enhanced humor, strengthened the ideas presented)		
8. Posture/ Movement (natural, purposeful, expressive, smooth)			17. Visual Aids/ Props (simple, visible, easy to understand)		
9. Audience Attention and Participation (held audience attention)			18. Manual Goals (met all goals in manual for the chosen project)		

What I liked best about your speech:

My suggestions where and how to improve: