

EVALUATION FORM

Writing a Speech with Purpose

Member Name _____

Date _____

Evaluator _____

Speech Length: 5 – 7 minutes

Speech Title _____

Speech Purpose Statement

Project Purpose

The purpose of this project is to learn or review basic methods for writing a speech with a defined purpose and to present a well-organized speech on any topic.

Notes for the Evaluator

The member completing this project is working to write a speech with purpose. The speech they create must be well-written and clearly focused. Their goal is to meet their expressed purpose statement with a well-executed speech.

About this speech:

- ▶ The member will present a well-organized, well-delivered speech.
- ▶ The speech may be humorous, informational, or any style the member chooses. The speech content and style should work well together.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:



For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING	
Clarity: Spoken language is clear and is easily understood					Comment:
5	4	3	2	1	
Vocal Variety: Uses tone, speed, and volume as tools					Comment:
5	4	3	2	1	
Eye Contact: Effectively uses eye contact to engage audience					Comment:
5	4	3	2	1	
Gestures: Uses physical gestures effectively					Comment:
5	4	3	2	1	
Audience Awareness: Demonstrates awareness of audience engagement and needs					Comment:
5	4	3	2	1	
Comfort Level: Appears comfortable with the audience					Comment:
5	4	3	2	1	
Specific Speech Purpose: The specific purpose was clear and supported by the speech style and organization					Comment:
5	4	3	2	1	
General Speech Purpose: The speech effectively met the expressed general purpose					Comment:
5	4	3	2	1	

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

Specific Purpose

- 5 – Exemplary speech content and organization clearly fulfilled the specific purpose of the speech with precision
- 4 – The specific purpose was well-executed and the speech style and organization enhanced the speech and topic
- 3 – The specific purpose was clear and supported by the speech style and organization

- 2 – The specific purpose was unclear and/or the speech style and organization did not support the specific purpose
- 1 – The specific purpose was not expressed and the speech style and organization detracted from the speech topic

Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

Interest and Purpose

- 5 – Fully engages audience with exemplary, well-constructed content that expertly meets the purpose of the speech
- 4 – Engages audience with highly compelling, well-constructed content that meets the specific purpose of the speech
- 3 – Engages audience with interesting, well-constructed content that supports the specific purpose of the speech
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting and may or may not meet the specific purpose of the speech
- 1 – Content is neither interesting nor well-constructed and does not meet the specific purpose of the speech

General Speech Purpose

- 5 – Expressed general purpose was met with excellent content and exemplary delivery
- 4 – Expressed general purpose was well met with excellent content
- 3 – The speech effectively met the expressed general purpose
- 2 – The speech came close to meeting the expressed general purpose, but some points or parts missed meeting that goal
- 1 – The speech did not meet the expressed general purpose