NOTE TO THE EVALUATOR: The speaker is to use stance, body movement, gestures, facial expressions and eye contact that illustrate and enhance his or her verbal message. Movement, gestures, facial expressions and eye contact should be smooth and natural. Body language should enhance and clarify the speaker’s words and help the audience visualize the speaker’s points and overall message. The message you see should be the same one you hear. The speech must have a clear purpose and appropriate organization. Also, the speaker must use words and arrangements of words that effectively communicate his or her message to the audience. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate space for each item. Add your comments for those items deserving praise or specific suggestions for improvement.

Title ____________________________________________ Date ________________________

Evaluator ______________________________________ Date ________________________

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Topics:
► Topic Selection:  __Facilitated body language
____________Satisfactory
____________Could improve

► Preparation:
____________Excellent
____________Satisfactory
____________Could improve

► Manner:
____________Confident, enthusiastic
____________Satisfactory
____________Nervous, tense

► Posture:
____________Poised, balanced
____________Satisfactory
____________Could improve

► Gestures:
____________Natural, evocative
____________Satisfactory
____________Could improve

► Body Movement:
____________Purposeful, smooth
____________Satisfactory
____________Awkward, distracting

► Eye Contact:  __Established visual bonds
____________Satisfactory
____________Could improve

► Facial Expression:
____________Animated, friendly, genuine
____________Satisfactory
____________Could improve

► Speech Purpose:
____________Clear
____________Satisfactory
____________Could improve

► Speech Organization:
____________Logical, clear
____________Satisfactory
____________Could improve

► What could the speaker have done differently to make the speech more effective?

► What did you like about the speech?