

Evaluation Form for Project 8301

Creating Effective Visual Aids

Member's Name

Speech Given Location

Date

Evaluator's Name

Speech Title

Length
5-7 mins.

Purpose Statement:

The purpose of this project is for the member to practice selecting and using a variety of visual aids during a speech.

Notes for the Evaluator:

The member completing this project is practicing the skills needed to use visual aids effectively during a speech. The member may choose any type of visual aid(s). He or she may use a minimum of one but no more than three visual aids.

Listen for: A well-organized speech that lends well to the visual aid(s) the member selected.

Watch for: The effective use of any and all visual aids. The use of the aid should be seamless and enhance the content of the speech. The speech should not be a report on the content of the "Creating Effective Visual Aids" project.

Written Evaluation of Speech

Comments to include:

Purpose:

Did the speaker accomplish purpose of this Project?

Structure:

Was there an Introduction, Body and Conclusion?

Appearance: Body language and posture

Presence: Enthusiasm, comfort, audience control

Voice: Vocal variety, volume, pitch, pace, pauses

Content: Value, interest

Language: Diction, vocabulary

Audience: Response, effectiveness, action call

Comments: PIP = PRAISE + IMPROVE + PRAISE

P - Take Away/Value Received

I - My Suggestions for Improvement

P - What I liked Best

more on the back. 

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→ CIRCLE the appropriate number. You may also want to write some comments here.

Clarity

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

Vocal Variety

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

Eye Contact

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

Gestures

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

Audience Awareness

- 1 – Makes little or no attempt to engage audience or meet audience needs
- 2 – Audience engagement or awareness of audience requires further practice
- 3 – Demonstrates awareness of audience engagement and needs
- 4 – Fully aware of audience engagement/needs, responds effectively
- 5 – Engages audience completely & anticipates audience needs

Comfort Level

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

Interest

- 1 – Content is neither interesting nor well-constructed
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 3 – Engages audience with interesting, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 5 – Fully engages audience with exemplary, well-constructed content

Visual Aid

- 1 – Visual aid does little to support the topic of the speech
- 2 – Visual aid contributes somewhat to topic or speech, but could be improved
- 3 – Visual aid effectively supports the topic and speech
- 4 – Visual aid enhances the topic and the speech
- 5 – Use of visual aid is exemplary, raising the level of topic and speech

Topic

- 1 – Topic does not lend itself well to using visual aids
- 2 – Topic is somewhat conducive to using visual aids
- 3 – Topic is well-selected for making the most of visual aids
- 4 – Topic is highly conducive to the use of visual aids
- 5 – Topic and visual aids connect perfectly to create an exemplary presentation