

Evaluation Form for Project 8303

Develop a Communication Plan

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 developing a communication plan.

Notes for the Evaluator

The member completing this project has spent time developing a communication plan.

Listen for: A well-organized speech about the member's experience with some aspect of plan development. He or she may choose to share any part of the process, including the results of implementing the plan, if the plan was implemented. This speech should not be a report about the content of the "Develop a Communication Plan" 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. 

Evaluation Form for Project 8303

→ 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

Plan

- 1 – Does not communicate any part of a communication plan
- 2 – Communication plan appears incomplete or limited
- 3 – Communicates all or part of a communication plan
- 4 – Effectively shares information from a well-organized communication plan
- 5 – Gives an exemplary speech using the communication plan as a guide and resource

Engagement

- 1 – Has limited success addressing the plan in an engaging way
- 2 – Addresses plan in a somewhat engaging way
- 3 – Speaks about the plan in an engaging way
- 4 – Fully engages audience while addressing the plan
- 5 – Gives an exemplary informative speech about the planning process, including information about some aspect of the plan