

Evaluation Form for Project 8310

Prepare for an Interview

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 the skills needed to present himself or herself well in an interview.

Notes for the Evaluator

The member completing this project has spent time organizing his or her skills and identifying how those skills can be applied to complete this role-play interview.

About this speech:

- The member designed interview questions for the interviewer that are specific to their skills, abilities, and any other content he or she wants to practice.
- Though the member designed questions, he or she does not know exactly which questions will be asked.
- Look for poise, concise answers to questions, and the ability to recover from ineffective answers.

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

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

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

Poise

- 1 – Is often flustered or uncomfortable when responding to questions
- 2 – Shows poise when responding to some questions, but is flustered or uncomfortable with others
- 3 – Shows poise when responding to questions
- 4 – Shows a high level of poise when responding to questions
- 5 – Shows exemplary poise when responding to questions

Impromptu Speaking

- 1 – Creates multiple awkward pauses by hesitating before answering questions and may fail to answer at all
- 2 – Takes time to formulate answers to questions, but creates awkward pauses at times
- 3 – Formulates answers to questions in a timely manner and is well-spoken
- 4 – Appears comfortable answering questions with well-formulated responses
- 5 – Appears comfortable, seamlessly answering questions with well-formulated responses