

Evaluation Form for Project 8401

Communicate Change

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 effectively communicate change to a group or organization.

The purpose of this speech is for the member to practice speaking about change.

Notes for the Evaluator:

The member completing this project spent time preparing a plan for communicating change to groups affected by the change. Check with the member to understand the change and the audience your club represents.

Listen for: A well-organized speech about a real or hypothetical change. The speech may be humorous or informational, but must reflect an understanding of the audience. For example, if the member is announcing the departure of a company's CEO, it would likely be inappropriate to give a humorous speech. Focus part of your evaluation on how effectively the member communicates the change, both in tone and with ample information about the impact of the change.

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

Communication

- 1 – Does not effectively communicate the need for change
- 2 – Provides a vague or unsatisfactory need for change
- 3 – Effectively communicates the need for change
- 4 – Gives a clear and highly effective explanation of the need for change
- 5 – Explanation of the need for change is exemplary

Tone

- 1 – The tone and content of the speech are inappropriate for the change described
- 2 – The tone and content of the speech seem somewhat disconnected from the change described
- 3 – The tone and content of the speech are appropriate for the change described
- 4 – Makes excellent use of tone and content to effectively deliver the speech about change
- 5 – Uses tone and content to enhance an exemplary speech about a change