

# Evaluation Form for Project 8404

## Leading in Difficult Situations

Member's Name

Speech Given Location

Date

Evaluator's Name

Speech Title

Length

5- to 7-minute prepared speech AND  
5 to 10 minutes for impromptu responses

### Purpose Statement:

The purpose of this project is for the member to practice strategies for adjusting to unexpected changes to a finalized plan.

### Notes for the Evaluator:

The member completing this project has spent time developing a project plan for an event or set of goals.

About this speech:

- The first part of the member's speech will be a presentation of his or her plan. Your club members will then be invited to suggest disruptions to the plan.
- The member will need to address methods for managing the challenges presented by club members.
- There should be a minimum of three disruptions suggested and a maximum of five. The member may respond to each disruption separately.
- Evaluate the member on the first, prepared speech about their plan as well as the second, impromptu portion of the speech.
- As you evaluate consider the member's poise and presentation, as well as the viability and/or creativity of responses to the challenges.

### 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

## Topic

- 1 – Presents a vague or poorly prepared plan
- 2 – Presents a plan that is missing some key elements
- 3 – Shares an organized plan
- 4 – Shares a well-organized and thoughtful plan
- 5 – Shares a clearly defined, highly organized plan

## Impromptu Speaking

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

## Challenges

- 1 – Presents few or no viable solutions for challenges
- 2 – Presents some viable solutions for challenges but may have struggled to address all challenges
- 3 – Presents a viable solution for each challenge
- 4 – Sets an excellent example of responding to each challenge with a viable solution
- 5 – Sets an exemplary example of responding to all challenges with viable solutions