

Evaluation Form for Project 8413

Question-and-Answer Session

Member's Name

Speech Given Location

Date

Evaluator's Name

Speech Title

Length
12-20 mins.

Purpose Statement:

- The purpose of this project is for the member to learn about and practice facilitating a question-and-answer session.
- The purpose of this speech is for the member to practice delivering an informative speech and running a well-organized question-and-answer session. The member is responsible for managing time so there is adequate opportunity for both.

Notes for the Evaluator:

Evaluate the member's speech and his or her facilitation of a question-and-answer session.

Listen for: A well-organized informational speech about any topic, followed by a well-facilitated question-and-answer session.

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

Response

- 1 – Has difficulty responding to questions
- 2 – Responds effectively to some questions but not all
- 3 – Responds effectively to all questions
- 4 – Responses to every question are thoughtful and comprehensive
- 5 – Responses are an exemplary example of managing all types of questions, regardless of challenge

Facilitation

- 1 – Question-and-answer session is disorganized or ineffective
- 2 – Question-and-answer session shows some organization, but needs improvement
- 3 – Question-and-answer session is managed well
- 4 – Question-and-answer session is exceptionally well-run and managed
- 5 – Question-and-answer session is exemplary

Time Management

- 1 – Manages time ineffectively or leaves no time for question-and-answer session
- 2 – Shows some time management skill, but needs improvement
- 3 – Manages time effectively
- 4 – Demonstrates excellent time management strategy
- 5 – Manages time with few or no flaws in organization of question-and-answer session