

Evaluation Form for Project 8502

Ethical Leadership

Member's Name

Speech Given Location

Date

Evaluator's Name

Speech Title

Length
20-40 mins.

Purpose Statement:

The purpose of this project is for the member to develop a clear understanding of his or her ethical framework and create an opportunity for others to hear about and discuss ethics in the member's organization or community.

Notes for the Evaluator:

During the completion of this project, the member:

- Spent time developing a personal ethical framework
- Organized this panel discussion, invited the speakers, and defined the topic

About this speech:

- The topic of the discussion should be ethics, either in an organization or within a community.
- There should be a minimum of three panel members and at least one of them should be from outside Toastmasters.

Listen for: A well-organized panel discussion and excellent moderating from the member completing the project. Consider how the member sets the tone, keeps panelists on topic, fields questions from attendees, and generally runs the panel discussion.

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

Moderating

- 1 – Skills related to leading a panel discussion need improvement
- 2 – Struggles to lead the panel discussion
- 3 – Moderates the panel discussion well
- 4 – Excels at moderating the panel discussion
- 5 – Sets an exemplary example of leading a panel discussion

Topic

- 1 – Panel discussion is often off the topic of ethics
- 2 – Panel discussion is off the topic of ethics for a significant amount of time
- 3 – Panel discussion stays focused primarily on some aspect of ethics
- 4 – Panel discussion is tightly run and focused on ethics
- 5 – Panel discussion is highly focused on ethics with exceptional contributions from all members

Question-and-answer Session

- 1 – There is no time for a question-and-answer session
- 2 – Question-and-answer session is limited and disorganized
- 3 – Question-and-answer session is well-managed
- 4 – Question-and-answer session is highly effective and well-managed
- 5 – Moderator demonstrates exemplary management of question-and-answer session