

# Evaluation Form for Project 8508

## Moderate a Panel Discussion

*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 apply his or her skills as a public speaker and leader to facilitate a panel discussion.

### **Notes for the Evaluator**

During the completion of this project, the member:

- Spent time planning a panel discussion on a topic
- Organized the panel discussion and invited at least three panelists
- About this panel discussion:
  - The panel discussion should be well-organized and well-moderated by 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.
  - This panel discussion should not be a report on the content of the "Moderate a Panel Discussion" project.

### **Written Evaluation—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

## Moderating

- 1 – Shows little skill or preparation when moderating the panel discussion
- 2 – Moderation skills are present, but need improvement
- 3 – Moderates panel discussion well
- 4 – Sets an excellent example of a well-moderated panel discussion
- 5 – Sets an exemplary example of successful panel moderation

## Panel Selection

- 1 – Panel members selected are inappropriate or ineffective for the topic of discussion
- 2 – Selection of some panel members is not reflective of topic or expertise
- 3 – Selected panel members well for their expertise on the topic
- 4 – Excellent selection of panel members for their expertise on the topic
- 5 – Exemplary selection of panel members for their expertise on the topic