

Evaluation Form

SPEAKER

TITLE

SPEECH No.

MANUAL

OBJECTIVES

PERSONAL GOALS

Praise

Keywords

Opening
Outline
Preparation
Research
Rehearsal
Structure
Flow
Purpose
Notes
Value
Sincerity
Appearance
Nerves
Gestures
Eye Contact
Stance
Poise
Facial Expressions
Voice
Pitch/Pace
Pauses
Lecturn
Visual Aids
Language
Pronunciation
Word Pictures
Grammar
Diction
Enthusiasm
Humour
Suitability
Timing
Close

Points For Improvement

Summary

Final Praise