

Speech Evaluator

What is an Evaluation?

FEEDBACK to the speaker on how the audience and the evaluator perceived the speech.

A PERSONAL OPINION of how the speech affected the evaluator.

A MINI SPEECH with an Opening, Body and concluding Summary.

Why Evaluate?

Help the Speaker to:

- build self confidence
- build self esteem
- know themselves better
- have positive direction

Help the Evaluator to:

- learn the art of listening
- develop interpersonal relationship skills
- give better speeches

Help the Club and Members to:

- grow with the experience

How to Evaluate

P Praise

- Positive comments
- Highlight speakers strengths

I Improvement

- Areas to Improve
- Constructive examples

P Praise

- Summarise P's and I's
- Finish with the one thing the speaker did really well. Leave the speaker on a high, feeling good and looking forward to their next speech

Actions for an Evaluator

Before the Speech

- speak with the speaker
- know the objectives
- know the speakers personal goals

During the Speech

- listen carefully throughout and take notes
- give your full attention from the introduction until the close
- use the evaluation form in the Appendix to remind you of the areas to watch

After the speech

- give your 2-3 minute evaluation
- complete the evaluation guide in the manual
- discuss the speech with the speaker

Points to Remember

- Don't repeat what the speaker said, evaluate how they said it
- Speak to the whole audience, not just the speaker
- An evaluation is only your personal opinion
- Always use first person "I felt", "It affected me"
- Show empathy and warmth with the speaker, smile, feel what they're feeling
- You are not here to judge the speaker but to help them
- Always keep to time. You can write further comments in the speakers manual