

Speech Evaluation Worksheet

Voicebox Toastmasters

Evaluated By:	Date:
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Title:

Speaker	CC Manual Speech Objectives
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Speech #:	<ol style="list-style-type: none"> 1) Speak before an audience 2) Strong opening, body, conclusion Select an appropriate Outline
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Quick Checklist			
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	Great	Good	Fair	
Introduction				<ol style="list-style-type: none"> 3) Determine the purpose of the speech Organize the speech for that purpose Project sincerity and conviction Strive to control nervousness 4) Select the right words and phrases Use rhetorical devices to enhance 5) Use gestures and eye contact 6) Use voice volume, pace, and pitch Use pauses to enhance some points 7) Research your topic, many sources Support your points with facts and illustrations and examples 8) Select appropriate Visual Aids Use visual aids with ease and confidence 9) Persuade people to adopt your view Use logic and emotion to support your position. Appeal to their interests. 10) Inspire by appealing to noble motives Use stories, anecdotes, quotes.
Content				
Conclusion				
Gestures				
Eye Ccontact				
Vocal Variety				
Loudness				
Talking Speed				

*Evaluate the objectives of the speech
(consider objectives from earlier speeches)*

Evaluate the technique, not the content

*Remember to greet the Toastmasters,
guests, and address the speaker*

Speakers Strong Points, what was done well:

What one thing can you suggest for improvement:

Provide encouragement for the next speech:
