

Speaker Evaluation

Date _____ **Speaker** _____ **Speech** _____
Your name _____

Tick on the column you feel is most appropriate for the speaker. Use 1 form per speaker. Write your comments - highlighting something done exceptionally well or something the speaker could work on in the comments section. After completing your ballot, hand over to the speaker.

S. No.	Speech items	Excellent		Average		None	Score	Comments
		20	15	10	5	0		
1	<i>Delivery</i>							
	Pleasing to hear?							
	Speaks clearly?							
	Uses vocal variety?							
	Pleasant appearance?							
	Body language?							
2	<i>Preparation</i>							
	Interesting?							
	Understandable ideas?							
	Relevant topic?							
	Correct grammar?							
	Well organized?							
	Terms defined?							
Key fact illustrated?								
3	<i>Closing</i>							
	Summarized objectives & ideas?							
	Formed a conclusion?							
	Prescribed a positive action?							
4	<i>Total points</i> -----	-----	-----	-----	-----	-----		-----

What did you like about the speech?

What could the speaker have done differently to make the speech more effective?

General Evaluator's report

S. No.	Item	Details
1	Start	On time? Call to order, invocation, pledge, opening handled smoothly?
2	Business	Smoothly? Did it drag? Was concise agenda followed?
3	Guests	Were guests introduced? Did members welcome new guests? Was printed information available?
4	Introductions	TM, guests, Table topics, speakers, evaluators - more than just names gives?
5	Table topics	Topics appropriate? Did the table topics master use too much time?
6	Speakers	Manual speeches? Were they prepared?
7	Evaluators	Did evaluators include commendations, recommendations, and encouragements (CRE)?
8	Timer	Were timing reports accurate & delivered at the end of each section?
9	Ah! Counter	All aspects of Ah! Counter covered; report covered everyone?
10	Grammarian	Report was helpful, smooth, and audible?
11	Fun	Did everyone seem to enjoy the meeting? Did you enjoy it? What was the tone?
12	Awards	Voted in every category; awards handled smoothly?
13	Miscellaneous observations / comments	