

Handy Evaluation Checklist

Place a "+" next to elements of the speech that were especially effective.

Place a "-" next to elements that could be improved. Note suggestions where needed.

Leave blank any that do not require a comment

- | | |
|---|---|
| <input type="checkbox"/> Opening captured the audience's attention. | <input type="checkbox"/> Pauses were used effectively, where needed. |
| <input type="checkbox"/> Main points in body were supported by examples, statistics or illustrations. | <input type="checkbox"/> Stood at ease with confident body language. |
| <input type="checkbox"/> Closing was effective and memorable. | <input type="checkbox"/> Facial expressions conveyed emotional content. |
| <input type="checkbox"/> Made sufficient eye contact with the audience. | <input type="checkbox"/> Moved about the stage with purpose. |
| <input type="checkbox"/> Vocal variety added to the message. | <input type="checkbox"/> Gestures were significant and appropriate. |
| <input type="checkbox"/> Pace of speaking changed to match content. | <input type="checkbox"/> Humor was appropriate and supported the theme. |

Suggestions _____

The part I could really appreciate was _____

The best suggestion I can offer is _____

The best thing about this overall speech was _____

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