Personal Evaluation Checklist

*Points for Commendation and RecoMmendation*

(use examples where possible in your evaluation)

Note: *Recommendations are practical, helpful positive & encouraging; assisting the speaker in improvement. Be sensitive to the feelings & needs of speaker, yet be inspirational & encouraging.*

**SPEECH**

* Volume (good projection, vibrant)
* Pitch (varied)
* Quality (enthusiastic, passionate)
* Articulation/Pronunciation (clear, crisp, controlled)
* Rate (smooth, deliberate)
* Vocal variety (conveys emotion, natural animation) & voice control
* Sincerity
* Use of pauses (for effect, to allow listeners to digest information)
* Manner (directness, assurance & enthusiasm)
* Grammar
* Word selection & explaining technical terms/jargon

**BODY LANGUAGE**

* Posture/stance (confident, relaxed)
* Gestures (natural, meaningful, lively, precise, enhanced message)
* Body movements (animated, graceful, purposeful, any distracting or repetitious movements)
* Facial expressions (friendly, natural, appropriate to speech content)
* Eye contact (no set pattern, established bonds with listeners, encompassed everyone)
* Dress (appropriate, confident)
* Use of props/visual aids (effective, added to content)

**TALK DEVELOPMENT**

* Opening (clear, interesting), body, close  easy to follow & understand (well constructed)
* Conclusion reinforced body; climactic
* Organization (clear, simple) + support material (examples, etc.) directly contributed to the message. Key ideas were few in number & introduced systematically. Logically written & presented.
* Smoothness
* Correct grammar
* Spontaneity
* Flexibility
* Used descriptive language
* Original ideas used & portrayed
* Used word-pictures (effectively, memorable) – selecting the right words for communicating the message.

**EFFECTIVENESS**

* Held audience’s attention – audience was interested & well-informed of new idea
* Audience response (attentiveness, laughter, interest)
* Achievement of purpose/objectives
* Creation of excitement, suspense, twist
* Originality of thoughts & material
* Showed research of topic
* Used personal experience
* Use of notes & lectern (appropriate, unobtrusive)
* Spoke to the topic/objectives
* Well-prepared & well-rehearsed
* Spoken within allotted time
* Um/Ahs/Hesitations
* Confident/control of nervousness
* Overall message was clear & called the audience to an action
* Easy to relate to audience’s everyday lives & showed how it an help
* Persuasiveness
* The speech evoked a reaction (inspire, uplift, humor, satisfaction…)

**OTHER**

* Topic selection (suited speaker, audience, time available)
* Addressed the chairman at start & close appropriately
* A speech to remember?