



Evaluator “Cheat Sheet”

Eight steps to a good evaluation:

1. Start out with some humor or how the speech made you feel
2. Review the speaker's objectives from their manual
3. Comment on the extent objectives were met
4. What else did he/she do very well?
5. Offer up a couple ideas for improvement (A few suggestions going forward...)
6. Remember it's not always about what they said, but how they said it
7. Close on a positive (note any strides in their progression)
8. Use Word of the Day
9. Thank the speaker

Key areas to look at:

- ◆ Introduction: capture attention, encourage interest in topic,
- ◆ Body: well-organized, authentic, smooth transitions.
- ◆ Close: Too long/abrupt, meaningful, memorable...
- ◆ Mastery of the basics:
 1. Eye contact
 2. Voice volume and rate
 3. Hand gestures accentuate or distract
 4. Body movement meaningful
 5. Nervousness controlled

More advanced skills:

- ◆ Connect with the audience
- ◆ Vocal Variety
- ◆ Use of pauses
- ◆ Extemporaneous speaking, “dialogue behavior”
- ◆ Subtle use of humor. Self-deprecating or other
- ◆ Visual Aids effective
- ◆ Flow of speech