

## City Tattersalls Toastmasters – Speech Evaluator

- The Speech Evaluator speaks after the prepared speeches. You have 2 to 3 minutes.
- You may give this completed sheet to the speaker as well. You don't have to read out everything you have written.
- When presenting you will have time for an overview (including the objectives from the speech manual), some praise, one or two points for improvement, some further praise, and a summation. Some suggested times are outlined.
- You don't need to tell us what the speaker spoke about; we were there too.

Speaker:	
Title/Date:	
Manual/Speech No:	
Evaluator:	

Overview (20 secs) - may also reiterate the key speech objective	<p><b>CONTENT</b>  <i>Rehearsal/Research</i>  <i>Speech Structure</i>          Opening/Outline          Body          Conclusion          Flow  <i>Speech Value</i>          Meaningful/Original Ideas          Match to speech objectives  <i>Audience Effectiveness</i>          How Came Across          Audience Reaction</p> <p><b>PRESENTATION</b>  <i>Appearance</i>          Presence / Stance / Poise          Body Language          Gestures          Facial Expressions          Eye Contact  <i>Manner</i>          Sincerity / Enthusiasm          Nervousness / Confidence          Responding to Audience          Humour  <i>Assistance</i>          Notes          Props / Visual Aids          Lectern  <i>Voice</i>          Audible          Vocal Variety          Pitch / Pace          Pauses  <i>Language</i>          Grammar          Word Pictures  <i>Time</i></p>
Praise (and why did they do it so well) (30 secs)	
Point for Improvement (and how to improve) (30 secs)	
Further Point for Improvement (and how to improve it) (30 secs)	
Praise (and why) (30 secs)	
Summary (20 secs)	