



## Effective Evaluation | District 57 Fall Conference

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### How to Prepare

1. **Read the project.** Before the club meeting, obtain the manual from the person and carefully read the project description and objectives.
2. **Read the evaluation guide for the project.** The guide explains what you should be looking for as you evaluate. It lists specific questions about the speaker.
3. **Talk with the speaker or leader.** Your evaluation will be most helpful if you are aware of the person's goals and specific areas of improvement.

### How You Say It

Remember that you are speaking only for **yourself**, giving only your opinion.  
Avoid **impersonal** statements that imply someone other than you is giving the evaluation, or imply the evaluation is directed to someone other than the speaker.  
Avoid **judgment** words and phrases.  
Use words that describe your **own reaction** to the speaker.  
Don't **repeat** a point once you have made it.  
Avoid words like "**never**" and "**always**," these detract from your message.

### Your Delivery

Look directly at the **speaker** as you give your presentation.  
**Smile**.  
Avoid exaggerated **gestures** or body language unless they are to illustrate a point.

### As You Conclude

Point out a part of the person's **efforts** that you liked and the effect it had on you.  
If the person has shown dramatic **improvement**, mention it and offer congratulations.  
Find something that affected you in a positive way and comment on it.

### Follow Up with the Speaker

After the meeting, return the manual with your written evaluation and ask if he or she has any questions or comments about your evaluation.  
Make sure the speaker did not misinterpret anything you said.  
If you have other comments you would like to make verbally, do it at this point.  
Ask if you could have said or done anything differently in your evaluation that would have been more helpful.



## Speech Evaluation Work Sheet

Nervousness	<b>Opening</b>
Eye Contact	
Vocal Variety	
Gestures	
Use of Notes	<b>Body</b>
Use of Props	
Appearance	
Use of the Stage	
Energy: Sincerity, Passion, Conviction, Belief in Speech Topic	<b>Conclusion</b>
Interest in the Audience	
Speaker's Attention	
Preparation/Rehearsal	<b>Speech Message</b>
What distracted your attention?	
What held your attention?	

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