

Evaluator Cheat Sheet. Seven steps to a good evaluation

1. Start out w/ some humor or How speech made you feel
2. Review the speaker's objectives:
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. Close on a positive. (note any strides in there progression)
7. Use Word of the Day....
8. 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:

- Eye contact
- Voice volume and rate
- Hand gestures accentuate or distract
- Body movement meaningful
- 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