

Name: _____

Training Speech Evaluation Form

CONTENT

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|--|-----------|
| 1. Related topic to audience experience | E G A F P |
| 2. Explained need early | E G A F P |
| 3. Related need to session objective/topic | E G A F P |
| 4. Established credibility | E G A F P |
| 5. Used visuals for organization/explanation | E G A F P |
| 6. Visuals supported material, error free | E G A F P |
| 7. Audience interested and involved throughout | E G A F P |
| 8. Main points summarized at end | E G A F P |
| 9. Manual page / backbone sheet furnished | E G A F P |
| 10. Activity engaged audience | E G A F P |

DELIVERY TECHNIQUES

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|--|-----------|
| 1. Good use of voice: volume, tempo and inflection variation | E G A F P |
| 2. Animation in body language and facial expression | E G A F P |
| 3. Eye contact in engaging way around entire audience | E G A F P |
| 4. Worked away from lectern and notes | E G A F P |
| 5. Attention to grammar and diction | E G A F P |
| 6. Organization and transitions made speech easy to follow | E G A F P |
| 7. Avoided distracting mannerisms | E G A F P |
| 8. Accomplished speech's purpose by (or at) close of speech | E G A F P |
| 9. Visuals clear and error free | E G A F P |
| 10. Conclusion both summarized and inspired to action | E G A F P |

COMMENTS: