**Speech Evaluator Form**

**TO BE COMPLETED BY EVALUATOR WHEN GIVING A PRESENTATION**

**EMAIL TO SPEAKER’S VP OF EDUCATION**

**Name of Speaker:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Toastmasters Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Speech Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manual/project #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delivery Length, Format, Q & A period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Toastmaster Evaluator/Timer (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of VPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #, eMail of VPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Presentation is Complete:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Did speaker invite audience to visit area TM clubs? Y N (please circle)**

**Did the table for Timers have access to electric outlet for timing device (if needed)? Y N**

**Were the timing lights / cards within speaker’s view? Y N**

**Was lighting adequate for speaking area? Y N Was acoustics or sound system adequate? Y N**

**Was speaking area adequate for room size and audience attendance and used successfully? Y N**

**Was a lectern available for the speaker (if requested)? Y N**

**Were Toastmasters Promotional Handouts available? Y N**

**Did speaker invite audience to visit area TM clubs? Y N**

**Did audience pick up TM promotional information? Y N**

**PLEASE RATE: Excellent - Adequate -Must Improve**

**Speech Content:**

**Speech Development - Structure, Organization, Support Material ………………………………… 1 2 3**

**Speech Value - Ideas, Logic, Original Thought………………………………………………………. 1 2 3**

**Correctness - Grammar, Pronunciation, Word Selection……………………………………………. 1 2 3**

**Effectiveness - Achievement of Purpose, Interest, Reception………………………………………... 1 2 3**

**Speaker’s Delivery:**

**Physical - Appearance, Body Language, Speaking Area ……………………………………………. 1 2 3**

**Voice - Flexibility, Volume …………………………………………………………………………….. 1 2 3**

**Manner - Directness, Assurance, Enthusiasm …………………………………………………………1 2 3**

**Facilitation - Technical Methods ……………………………………………………………………….1 2 3**

**Speaker’s Impact:**

**Appropriateness - To Speech Purpose, and Audience……………………………………………….. 1 2 3**

**Audience Inspired - Receptive to Humor……………………………………………………………... 1 2 3**

**Audience Question &Answers …………………………………………………………………………1 2 3**

**Adult interactive participation was evident?........................................................................................ 1 2 3**

**What’s in it for me message received well ……………………………………………………………. 1 2 3**

**Comments & suggestions for improvement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Speech Evaluator’s Name ……………………………………………………………………**