

# SPEECH EVALUATION CHEAT SHEET

## What To Look For

When evaluating speakers, it is difficult to know what to look for and comment on. So to help you, Early Birds has created this (short) list of speech aspects.

When you evaluate, you'll be using the "CRC" (Commend-Recommend-Commend) method of delivering feedback.

Try to focus on the few important things which you think would improve the speech the most.

Look to this list for ideas – and feel free to make notes all over this page!

*(P.S. Don't try to cram this entire list into your evaluation – its quality over quantity.)*

## Speech Content

### Content

- Appropriate for the audience?
- Content matched the audience's level of understanding?
- Too complex?
- Too much information?

### Language

- Appropriate for the audience?
- No unexplained jargon?
- Clear and detailed – not bland or dull?
- Speaker used colourful words and imagery?

### Visual Aids

- Well prepared?
- Useful?
- Not distracting?
- Supported and/or clarified ideas?
- Used effectively, or better off without?

# Speech Delivery

## Manner and Stance

- Relaxed? Expressive?
- Confident? Enthusiastic?
- Physically balanced?
- Well composed appearance?
- Stood with feet apart when standing still?
- Hands by sides or used purposefully for gestures?
- No nervous tics or movements?
- Moved about the stage with purpose?

## Eye Contact

- Speaker made eye contact with everybody?
- Eye contact was slow and deliberate?
- Speaker spoke directly at audience, not at the floor or ceiling?

## Voice

- Clarity of diction? Words clearly understood?
- Pace was varied for tension and release?
- Pauses used effectively for emphasis and comprehension?
- Pitch and tone was varied and held interest?
- Voice was melodious and pleasant to listen to?
- Volume was varied and appropriate for the material?

## Gestures

- Natural? Spontaneous?
- Purposeful? Helped enhance the speech?
- Gestures used for emphasis and clarification?
- Used hands, fingers, arms appropriately?
- Involved their whole body?
- Facial expressions matched content?
- Speaker smiled, was expressive?

# Speech Structure

## Objectives

- Did the speech achieve its specified purpose or objective(s)?

## Speech Title

- Reflective of the topic? Concise?
- Intriguing? Interesting?
- Grabbed attention? Catchy?

## Speech Structure

- The speech had a obvious beginning, middle, and end?
- The speech had a logical flow between points?
- The speech had appropriate segues and transitions?
- The speech had adequate signposting? (“I’m going to talk about x, y, and z...”)

### > Speech Introduction

- Seized the audience’s attention immediately?
- The speaker delivered the first 10-15 sentences without notes, in order to seize the audience’s attention?
- The speech’s purpose was clear from the beginning?
- The introduction outlined the speech’s content?
- The length was appropriate – not too short, not too long?

### > Speech Body

- Each body section had a primary statement?
- There was a logical flow between sections?
- Body content was engaging and clearly understood?

### > Speech Conclusion

- Included an informative summary of the points made?
- Supported and reaffirmed the purpose of the speech?
- Avoided introducing any new ideas?
- Gave a clearly defined end to the speech?
- Thanked the audience or gave a signal that the speech was over?