



Evaluation Form

Active Listening

Member Name _____ Date _____

Evaluator _____ Speech Length 5–7 minutes

Speech Title _____

Purpose Statement

The purpose of this project is for the member to demonstrate their ability to listen to what others say.

Notes for the Evaluator

The member completing this project is practicing active listening. At your club meeting today, they are leading Table Topics®.

Listen for: A well-run Table Topics® session. As Topicsmaster, the member should make short, affirming statements after each speaker completes an impromptu speech, indicating they heard and understood each speaker. For example, the member may say, “Thank you, Toastmaster Smith, for your comments on visiting the beach. It sounds like you really appreciate how much your dog loves to play in the water.”

The goal is for the member to clearly show that they listened and can use some of the active listening skills discussed in the project. The member completing the project is the **ONLY** person who needs to show active listening. The member should not try to teach or have others demonstrate active listening skills. The member should follow all established protocols for a Table Topics® session.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

Clarity: Spoken language is clear and is easily understood

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Comments:

Vocal Variety: Uses tone, speed, and volume as tools

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Comments:

Eye Contact: Effectively uses eye contact to engage audience

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Comments:

Comfort Level: Appears comfortable in the role of Topicsmaster

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Comments:

Active Listening: Responds to specific content after each Table Topics® speech

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Comments:

Engagement: Shows interest when others are speaking

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Comments:

Evaluation Criteria

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

Active Listening

- 5 – Responds with interest and fully supportive comments after each Table Topics® speech
- 4 – Responds with clear interest after each Table Topics® speech
- 3 – Responds to specific content after each Table Topics® speech
- 2 – Responds to specific content after some Table Topics® speeches
- 1 – Responds to content after few or no Table Topics® speeches

Engagement

- 5 – Highly interested and engaged with every speaker
- 4 – Shows interest and is fully engaged when all others are speaking
- 3 – Shows interest when others are speaking
- 2 – Shows some interest in speakers
- 1 – Shows little or no interest in speakers