



Evaluation Form

Manage Change

Member Name _____ Date _____

Evaluator _____ Speech Length 5–7 minutes

Speech Title _____

Purpose Statements

- ▶ The purpose of this project is for the member to practice developing a change management plan.
- ▶ The purpose of this speech is for the member to share some aspect of a change management plan.

Notes for the Evaluator

During the completion of this project, the member developed a change management plan about any real or hypothetical change in their past or a current change that affects a group that they are part of (including the Toastmasters club).

About this speech:

- ▶ The member will give specific information about the plan.
- ▶ The speech may be any type, including humorous. It should not be a report on the content of the Manage Change project.

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:

Gestures: Uses physical gestures effectively

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

Comments:

Audience Awareness: Demonstrates awareness of audience engagement and needs

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

Comments:

Comfort Level: Appears comfortable with the audience

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

Comments:

Interest: Engages audience with interesting, well-constructed content

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

Comments:

Topic: Shares some aspect of plan for change

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

Comments:

Focus: Identifies a change in personal or professional life that can benefit from planning

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

Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

Audience Awareness

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively
- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice
- 1 – Makes little or no attempt to engage audience or meet audience needs

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

Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

Topic

- 5 – Delivers an exemplary speech about some aspect of plan for change
- 4 – Delivers a compelling speech about some aspect of plan for change
- 3 – Shares some aspect of plan for change
- 2 – Mentions some aspect of plan for change but does not fully address
- 1 – Speaks on a topic other than plan for change

Focus

- 5 – Presents a well-defined change in personal or professional life and gives concise benefits of planning
- 4 – Presented a well-defined change in personal or professional life that can benefit from planning
- 3 – Identifies a change in personal or professional life that can benefit from planning
- 2 – Needs to better identify change in a personal or professional life that can benefit from planning
- 1 – Is unclear on a change in personal or professional life that can benefit from planning