

# Daniel Island Toastmasters – Individual Speech Evaluation Form

Speaker's Name \_\_\_\_\_

Date \_\_\_\_\_

Manual Speech and Title \_\_\_\_\_

This evaluation is offered in a spirit of helpfulness by \_\_\_\_\_

Category	Rating* (Circle one)	Comments (required for ratings of 3 or 4)
<b>PREPARATION</b> <i>Research, organization, rehearsal</i>	1 2 3 4	
<b>SPEECH VALUE</b> <i>Original, interesting material, choice of topic</i>	1 2 3 4	
<b>OPENING</b> <i>Approach, position, attention-getting intro, led into topic</i>	1 2 3 4	
<b>BODY OF SPEECH</b> <i>Logical flow, points supported by examples</i>	1 2 3 4	
<b>TRANSITIONS</b> <i>Smooth, easy to follow</i>	1 2 3 4	
<b>CONCLUSION</b> <i>Effective</i>	1 2 3 4	
<b>VOICE</b> <i>Volume, rate, pitch, variety</i>	1 2 3 4	
<b>LANGUAGE</b> <i>Appropriate to topic &amp; audience</i>	1 2 3 4	
<b>APPEARANCE</b> <i>Appropriate for occasion &amp; audience</i>	1 2 3 4	
<b>MANNER</b> <i>Confident, assured, sincere, and enthusiastic</i>	1 2 3 4	
<b>PHYSICAL ACTIONS</b> <i>Gestures, eye contact, facial expression</i>	1 2 3 4	
<b>OTHER COMMENTS</b> <i>To improve your next speech, I suggest:</i>		

\*Rating Guide: 1= Excellent      2 = Very Good      3 = Acceptable      4 = Needs Improvement