

THE SPEECH EVALUATION TEMPLATE

by Florian Mueck & Mel Kelly

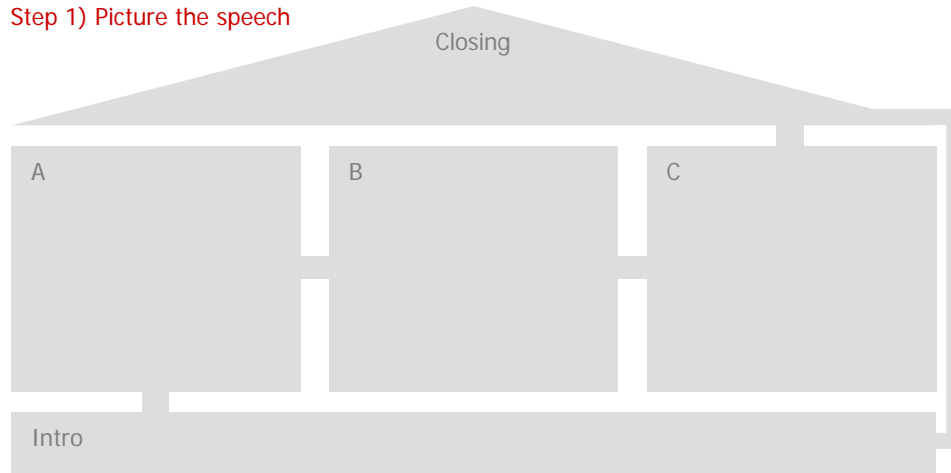
version 1.1

Name of speaker

Title of speech

Speech objectives

Step 1) Picture the speech



Step 3) Structure your evaluation

Intro relating to speech topic or purpose (15 - 30 sec)

Body

<p>What was good? + (30 - 60 sec)</p> <ul style="list-style-type: none"> • • • • • • • 	<p>What could be improved? ++ (60 - 90 sec)</p> <ul style="list-style-type: none"> • • • • • • •
---	---

Step 2) Analyze the speech. Mark + (good) and ++ (to be improved – at least 3!)

Any other issue				
Making it unforgettable	Humor	Enthusiasm	Passion	Smile
Delivering great content	Structure	Rhetoric	Anecdotes	Quotes
Keeping the audience's attention	Eye contact	Voice	Body language	Visual aids
Getting everyone to listen	First sentence			
Before one speaks	Confidence		Transparency	

Summary mentioning +/-++ plus uplifting final punch (15 - 30 sec)