

## *Evaluation Tips*

When evaluating a speech, try and do the following:

1. Focus on the speaker's speaking style, not the content of the speech. For example, you may hear a speech that was all about somebody's vacation. You don't want to go up and say "wow, I really liked it when you were telling us all about your trip to Rome and Florence and how you lost your passport in a cafe, but somebody returned it to you." When you do that you are just repeating that person's speech. You can instead say something like: "You used great vocal variety when you discovered your passport was gone. Your body language and gestures conveyed a real sense of panic and you had the audience captivated." See the difference?
2. Always ask the speaker during the break what they want me to look for. Common items are: eye contact, flow of speech, pronunciation of words, & nervousness. That can give you some ideas of what to look for and what to comment on. Of course the objectives are key too. If the objective is vocal variety and the speech is delivered in one volume tone, then you can comment on that subject.
3. When the speaker is up front, try and watch everything, write notes, just points of anything you see. You also focus on opening, body and conclusion, plus audience reaction. Then look at your page of notes and then find 3 things that stand out that I can speak about. For example: 1. body language, 2. flow of speech, good transitions between each point and 3. vocal variety/pitch of voice. Then you can cite examples from there and praise the speaker on what they did right and if they accomplished the objectives of the speech. You can end off with a suggestion, such as focus eye contact on both sides of the room, or speak a little louder but also try and encourage the person when you are offering the suggestions. Example "I challenge you to vary your vocal pitch in your next speech". Another suggestion you can add is if somebody interrupted the speaker without being spoken to, or say they had not moved the overhead projector aside after the previous speaker had finished. At that point the red light may have just come on and then you can wrap up, say congratulations and looking forward to you next speech, good job etc.
4. Always try and praise the speaker when possible. Realize that some people are nervous and they have just finished their speech, and somebody is now talking about their speech and people are looking at them!
5. Learn from others in the club-don't be afraid to ask members for help in constructing evaluations. Each evaluator has their own style: motivating, encouraging, constructive.
6. Realize that your evaluation can effectively help the speaker get to the next level in their speaking. The speaker wants to improve and you can only improve with somebody evaluating them and offering concrete suggestions.
7. You can also break down your evaluation using the G.L.O.V.E. technique. This stands for:

**G**estures

**L**anguage

**O**rganization

**V**ocal variety

**E**motional impact