

EVALUATING YOUR BODY'S SPOKEN IMAGE

Date _____

Speaker _____

NCR Toastmasters Club, West Columbia, SC

NOTE: Before using this form, read the instructions on the reverse side.

Evaluator _____

CATEGORY	RATING	CATEGORY	COMMENTS / RECOMMENDED ACTION
POSTURE		POSTURE	
Nervous/uneasy	1 2 3 4 5	Poised	
Uncertain	1 2 3 4 5	Confident	
Uncomfortable	1 2 3 4 5	Comfortable	
Slouching	1 2 3 4 5	Erect	
Stiff	1 2 3 4 5	Relaxed	
GESTURES		GESTURES	
Artificial/wooden	1 2 3 4 5	Natural/spontaneous	
Random	1 2 3 4 5	Meaningful	
Passive	1 2 3 4 5	Lively	
Furtive	1 2 3 4 5	Expansive	
Vague	1 2 3 4 5	Precise	
Detracted from verbal message	1 2 3 4 5	Enhanced verbal message	
BODY MOVEMENTS		BODY MOVEMENTS	
Lifeless/dull	1 2 3 4 5	Fluid/animated	
Awkward	1 2 3 4 5	Graceful	
Random	1 2 3 4 5	Purposeful	
Drew attention away From speech	1 2 3 4 5	Enhanced attentiveness to speech	
FACIAL EXPRESSION		FACIAL EXPRESSION	
Deadpan	1 2 3 4 5	Animated	
Unfriendly	1 2 3 4 5	Friendly	
Artificial	1 2 3 4 5	Natural/genuine	
Incongruent	1 2 3 4 5	Appropriate to content	
EYE CONTACT		EYE CONTACT	
Forced/artificial	1 2 3 4 5	Natural/smooth	
Followed pattern	1 2 3 4 5	No set pattern	
Did not establish visual bonds	1 2 3 4 5	Established bonds with listeners	

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Instructions for form

On the reverse side of this sheet is a special evaluation form designed to help you identify your nonverbal strengths and weaknesses as a speaker.

To put it to work for you, begin by selecting an experienced Toastmaster *other than your assigned speech evaluator*. Ask him or her to read the evaluator's instructions that appear below and to complete the form while you deliver a manual speech to your Toastmasters club. After your speech, confer with the evaluator and discuss the results, making sure you fully understand his / her ratings and comments.

When the evaluation is completed, give priority to eliminating any random, distracting mannerisms from your speech delivery. Work on all areas in which your evaluator assigned you a low rating and / or recommended improvement; if there are several focus on one at a time. You can gauge your progress by periodically conducting follow-up evaluations of your body's spoken image.

EVALUATOR'S INSTRUCTIONS

You have been asked to help a fellow Toastmaster by evaluating the nonverbal aspects of his / her speech delivery. The form on the reverse side of this sheet has five categories: posture, gestures, body movements, facial expressions and eye contact. Under each category are sets of opposite characteristics separated by a five-point rating scale.

During the speaker's presentation, rate each characteristic from one to five – one being negative and five being positive – by circling the appropriate number. Then, offer your specific comments and recommendations for improvement in the space provided along the right-hand margin.

Please keep in mind as you complete this form that you're making value judgments. Strive to be as objective as you can. The numerical ratings you assign aren't "scores" – their sole purpose is to help the speaker identify his / her nonverbal strengths and weaknesses. Be sure to offer positive, supportive recommendations for areas in which improvement is warranted. You are also encouraged to discuss your ratings with the speaker when you return the evaluation form to him or her.