

NCR TOASTMASTER'S CLUB — GENERAL EVALUATION FORM

Speaker _____

Evaluator _____

Speech Title _____

Manual & Assignment _____ Speech length _____ Date _____

CATEGORY	RATING (circle one)	COMMENTS (use back of sheet if needed)
PREPARATION <i>Research, organization, rehearsal)</i>	1 2 3 4 5	
SPEECH VALUE <i>(Original, interesting)</i>	1 2 3 4 5	
MANUAL ASSIGNMENT <i>(Met project objectives)</i>	1 2 3 4 5	
OPENING <i>(Attention-getting, led into topic)</i>	1 2 3 4 5	
BODY OF SPEECH <i>(Logical flow, points supported by examples)</i>	1 2 3 4 5	
TRANSITIONS <i>(Smooth, easy to follow)</i>	1 2 3 4 5	
CONCLUSION <i>(Effective)</i>	1 2 3 4 5	
VOICE <i>(Volume, variety)</i>	1 2 3 4 5	
LANGUAGE <i>(Appropriate to topic and audience)</i>	1 2 3 4 5	
APPEARANCE <i>(Appropriate for occasion and audience)</i>	1 2 3 4 5	
MANNER <i>(Confidence, assurance, sincerity, enthusiasm)</i>	1 2 3 4 5	
PHYSICAL ACTIONS <i>(Gestures, body movements, eye contact, facial expression)</i>	1 2 3 4 5	
OTHER	1 2 3 4 5	
OTHER	1 2 3 4 5	

This general form can be used by an Evaluator to evaluate another Toastmaster's speech.
Additional copies may be downloaded from www.NCRtoastmasters.com.