

Evaluation Sheet Template

Mr/Madam Chairman/Contest Chair, fellow Toastmasters, ladies and gentlemen

Evaluation contest criteria

Analysis – clear, focused (40)

Technique – sympathetic, sensitive, motivational (15)

Commendations and Recommendations – positive, specific, helpful (30)

Summary – concise, encouraging (15)

1. It's a pleasure to evaluate _____'s talk about _____

2. I'll remember _____'s opening because

From here s/he _____

I liked _____

He/she ended strongly by _____

3. I have two/three recommendations that _____ might think about that I believe would make his/her future speeches even better.

Recommendation

Example

How/why?

1.

2.

3.

4. Even without these in his/her speech today, _____'s strongest point was

5. In summary, here is a speech that (commend)

It could have been improved by (recommend)

But it worked because

Things to look out for ...

	C/R Highlights / anecdotes / illustrations
Beginning Ending – call to action	
Relate to our everyday life - how it will help us	
Message Purpose Persuasion Greatest strength	
Voice control projection High/low Pause/pace Eye contact Facial expressions Gestures - big Stance	
Confidence Enthusiasm Emotional response Humility	
Word pictures rich images	
Props – visual aids Use of notes	
Head Heart Heavy duty Humour	