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## Handy Evaluation Checklist

Place a '✓' next to the aspects of the speech that were noteworthy for their effectiveness.  
Place an 'x' next to the parts of the speech that could be improved. Be sure to note suggestions for improvement where needed.  
Leave blank any that do not require a comment.

- Opening captured the audience's attention
- Main points in body were supported by examples, statistics or illustrations
- Closing was effective and memorable
- Made sufficient eye contact with the audience
- Vocal variety added to the message
- Pace of speaking changed to match portions of content
- Pauses were used effectively, where needed
- Stood at ease with confident body language
- Facial expressions conveyed emotional content
- Moved about the stage with purpose
- Gestures were significant and appropriate
- Humour was appropriate and supported the theme

Suggestions:

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The part that I really appreciate was

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The best suggestion that I can offer is

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The best thing about this speech, overall, was

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