



# PERSONAL EVALUATION CHECKLIST

## POINTS FOR COMMENDATION & RECOMMENDATION

(use examples where possible in your evaluation)

*Note: Recommendations are practical, helpful, positive and encouraging; assisting the speaker in improvement. Be sensitive to the feelings and needs of speaker, yet be inspirational and encouraging.*

### SPEECH

- Volume (good projection, vibrant)
- Pitch (varied)
- Quality (enthusiastic, passionate)
- Articulation/pronunciation (clear, crisp, controlled)
- Rate (smooth, deliberate)
- Vocal variety (conveys emotion, natural, animation) & voice control
- Volume
- Sincerity
- Use of pauses (for effect, to allow listeners to digest information)
- Manner (directness, assurance and enthusiasm)
- Grammar
- Word selection and explaining technical terms/jargon

### BODY LANGUAGE

- Posture/stance (confident, relaxed)
- Gestures (natural, meaningful, lively, precise, enhanced message)
- Body movements (animated, graceful, purposeful, any distracting or repetitious movements)
- Facial expressions (friendly, natural, appropriate to speech content)
- Eye contact (no set pattern, established bonds with listeners, encompassed everyone)
- Dress (appropriate, confident)
- Use of props/visual aids (effective, added to content)

### TALK DEVELOPMENT

- Opening (clear, interesting), body, close → easy to follow and understand (well constructed)
- Conclusion reinforced body; climactic
- Organization (clear, simple) + support material (examples etc) directly contributed to the message. Key ideas were few in number and introduced systematically. Logically written and presented
- Smoothness
- Correct grammar
- Spontaneity
- Flexibility
- Used descriptive language
- Original ideas used and portrayed
- Used word-pictures (effectively, memorable) – selecting the right words for communicating the message

### EFFECTIVENESS

- Held audience's attention – audience was interested and well-informed of new ideas
- Audience response (attentiveness, laughter, interest)
- Achievement of purpose/objectives
- Creation of excitement, suspense, twist
- Originality of thoughts and material
- Showed research of topic
- Used personal experience
- Use of notes and lectern (appropriate, unobtrusive)
- Spoke to the topic/objectives
- Well-prepared and well-rehearsed
- Spoken within allotted time
- Um/Ahs/Hesitations
- Confident/control of nervousness
- Overall message was clear and called the audience to an action
- Easy to relate to audience's everyday lives and showed how it can help
- Persuasiveness
- The speech evoked a reaction (inspire, uplift, humour, satisfaction...)

### OTHER

- Topic selection (suited speaker, audience, time available)
- Addressed the chairman at start and close appropriately
- A speech to remember?

**Credits:** Competent Leadership Projects 1, 2, 3, 8