

Step one to giving effective speech evaluations: Know the speech manual, project objectives, and title. Read the project description ahead of time, if you're able.

Step two: Ask the speaker if there is anything specific they'd like you to watch/listen for in addition to speech project objectives and make a note of those items.

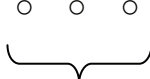
Step three: An effective evaluation starts with good note-taking technique. Keep your note taking technique simple. During the speech, watch and listen carefully, paying attention to both content (topic, word choice, organization, etc) and delivery (gestures, vocal variety, body movement, etc). Take note on what the speaker did well and what could be improved.

What the speaker did well:

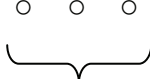
Step four: After the speech, organize your notes for your evaluation according to the "sandwich method" of positive affirmations, challenges for improvement, concluding with either additional positive affirmations or a summary (or both, if you still have time). Take your notes from the left column and organize them below for your verbal evaluation.

The Sandwich Method for Speech Evaluations:

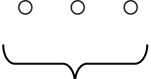
- **What you did really well:**



- **1-3 suggestions for improvement:**



- **Other things you did well:**



- **Summary of above, if time permits.**

Step five: Complete the written evaluation in the manual.

Other things to be aware of:

Use language that indicates recommendations are your opinions and not a matter of fact or right and wrong by using "I" language ("I thought..." or "In my opinion..." or "I noticed..." etc).

Remember that the evaluation is for the benefit of the speaker, not just an opportunity for you to speak – limit your comments just to those that will benefit the speaker.

Limit overlap of the content in your written evaluation and your verbal evaluation, but don't forget to mention whether the speaker met project objectives or not in at least the written evaluation.

How the speaker could improve:

