Evaluation Sheet Template

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

1. It's a pleasure to evaluate''s talk about' 2. I'll remember''s opening because From here s/he I liked	Evaluation contest criteria Analysis – clear, focused (40) Technique – sympathetic, sensitive, motivational (15) Commendations and Recommendations – positive, specific, helpful (30) Summary – concise, encouraging (15)				
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.					
From here s/he	1. It's a pleasure to evaluate's talk about				
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1. 2.	Recommendation Example How/why?				
2.					
	1.				
	2.				
	3.				
5.	5.				
4. Even without these in his/her speech today,'s strongest point was	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		