



Wolverhampton Speakers Club

Evaluation Summary

Purpose of evaluation

- Give constructive help to the speaker
- Let the speaker know whether to move on to the next exercise or repeat the exercise (with either the same speech or a new one)

What you need

- Relevant evaluation sheet
- Pen & paper

How to evaluate

- Make sure you are fully conversant with that the exercise requires
- Make sure you are fully conversant with what the evaluation sheet highlights
- If you are not sure, ask an experienced member for guidance
- During the speech make notes about the points to be evaluated – include any quotations from the speech that you might use to illustrate a point

Timing

- Don't take too long – 5 minutes is a good maximum

Delivering the evaluation

- Don't forget that you yourself are giving a speech
- Announce the 'verdict' – this is done at the beginning
- Start with general points:
 - was the subject suitable for the exercise?
 - comment on nervousness or lack of it
 - briefly comment on eye contact, stance and audibility
- Comment and illustrate good points from the speech
- Comment and illustrate any advice you need to give

What to do

- Be positive and supportive – highlight the good points
- You can also briefly mention previous exercises

What not to do

- Don't be insensitive and over-critical – you are giving advice, not pulling the speech (or the speaker) apart, so phrase things tactfully
- Don't give a list of faults – no more than 2 pieces of **advice** if possible
- Don't use the words PASS or FAIL – the correct terminology is 'move on to the next exercise or 'repeat the exercise'
- Don't criticise speakers for things they haven't done yet