

Seven Keys to a Giving a Successful Speech Evaluation

1. **Tell the audience what you are going to do:** “Mr. Evaluator Emcee, Fellow members, welcomed guests and especially [first name of speaker]. Today I will discuss the purpose of _____’s speech, present to you some of her strong points, and then I will cover some suggestions for growth to make her next presentation even better.”
2. **State the purpose of the speech.** This you should get from the speaker’s speech manual. Avoid reviewing your written evaluation. The speaker can read that. Instead, craft an oral evaluation with an opening, body, and closing covering the key points of the speech assignment objectives.
3. **Present 3 strong points of the speech.** If possible, relate them to the speech purpose/objective.
4. **Give some suggestions for improvement.** If you can’t think of anything, don’t make something up just so you can offer suggestions. Just say that you don’t have any suggestions for improvement. This shouldn’t happen too frequently if the Programs Chairperson matches an equally experience evaluator and speaker.

Some general suggestions for improving presentations are using visual aids, more vocal variety, body language and gestures for emphases, some humor, or audience involvement.

5. **Do not rehash the speech.** You can mention parts of the speech, but in general, do not give your own version of the topic.
6. **Stay within the evaluation time constraints.**
7. **End with a summary:**

“To summarize, your speech strengths were _____. Some suggestions for improvement are _____. I’m looking forward to your next speech.”

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