

Session Two Evaluation Form**Organize Your Speech,
So It's Easy to Remember**

Assignment: Prepare a five to seven-minute talk or presentation using a simple outline that makes it easy for the audience to follow along and understand your presentation. Strive to make your message as clear and concise as possible. Use facts and other supporting materials to enhance your presentation. Make your transitions are smooth and create a strong opening and closing.

Speech Title: _____ **Date:** _____

Evaluator: _____

Session Two Evaluation

Please rate the Speaker on a scale of 1 to 5 as follows:

5 = Exceptional

4 = Above average for the speaker's experience level

3 = Satisfactory

2 = Could improve

1 = Needs work

Category: Questions, Ratings, & Suggestions

Speech Value: This speech was Interesting and provided valuable insights, Information, and or entertainment for the audience's enjoyment

5 - 4 - 3 - 2 - 1

Preparation: The speaker appeared well rehearsed and prepared for today's presentation

5 - 4 - 3 - 2 - 1

Organization: The speech/presentation and points provided were well organized, logical, and easy to understand

5 - 4 - 3 - 2 - 1

The Opening Statement: The opening statement was captivating and tied in well with the overall presentation

5 – 4 – 3 – 2 – 1

The Body/Transitions: The Speaker transitioned from point to point throughout the speech without me feeling as if something was missing

5 – 4 – 3 – 2 – 1

The Closing Comments/Statement: The closing statements and comments, reiterated what the speaker talked about and told me what to do next

5 – 4 – 3 – 2 – 1

What can the speaker do differently in the future to make this presentation more enjoyable and effective?

What did you like most about today's presentation?

Session Two Reflection