

**INDIVIDUAL  
SPEECH EVALUATION FORM**

SPEAKER \_\_\_\_\_ DATE \_\_\_\_\_

SUBJECT \_\_\_\_\_

TIME REQUESTED \_\_\_\_\_ TIME TAKEN \_\_\_\_\_

EVALUATOR: List your constructive comments under the appropriate headings. Emphasize the strong and weak points. In your oral comments, stress the outstanding qualities and be specific in pointing out the weakness of the talk. Write details on this sheet and hand it to the speaker at the close of the meeting. Do not use this form when the evaluation is recorded in a manual.

**AS I SAW YOU**

(Approach, position, personal appearance, facial expression, gestures, detracting mannerisms)

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**AS I HEARD YOU**

Material (Content, Introduction, Body, Conclusion.  
Omit comments on grammar if a grammarian is appointed)

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Voice (Variety, Enthusiasm, Sincerity, Force, Rate, Pitch)

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**AS I REACTED TO YOU**

What was the purpose of the talk? \_\_\_\_\_  
Was the purpose achieved? \_\_\_\_\_  
Was the talk interesting? \_\_\_\_\_  
To improve your speech, I suggest that you \_\_\_\_\_

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\_\_\_\_\_  
Evaluator

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