

Evaluation F9 – The Written Speech

The presentation of a fully scripted speech which requires accuracy in the specific words and content delivered. This may be due to use of quotations, factual information or the need to retain the exact wording of a pre-prepared text.

The Evaluator should familiarize himself with the Notes relative to this Assignment in the Speakers Guide

Speaker.....Date.....
Title Stated time.....
Evaluator..... Actual Time.....
Audience envisaged.....
Broad purpose of Speech (e.g. to inform, entertain, persuade &c).....

Points to note

Evaluator's comments

Give examples of strengths and weaknesses and suggestions for improvement as appropriate)

THE WRITTEN SPEECH

Need for scripting

Adherence to Script

Layout of script

Expressive delivery

Audience Contact

See also Sections overleaf

Recommendation : Move on to the next assignment in the Advanced Section

Or: Try this exercise again

Evaluator's Signature.....
Club.....Date.....

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Previously practised skills

Evaluator's comments

(Did the speaker maintain an adequate standard in these skills?)

Making a Start

Manner and poise
Air of Confidence
Interesting content
Mannerisms

Mean What you say

Choice of subject
Appropriateness
Sincerity/Conviction
Persuasiveness
Appeal to Logic or Emotion

Speech Construction

Structure: Arresting opening
Logical Development
Conclusion – impact
Content Quality
Clarity of thought

Gestures

Hands/Head/Whole Body
Eye Contact
Visible. Natural or exaggerated

Use of Voice

Volume and clarity
Pitch and inflection
Pace of delivery
Vocal Variety

Vocabulary and Word Pictures

Quality of Vocabulary
Grammar and usage
Effective use of devices such as
Alliteration, rhyming, word play

Use of Notes

Format of notes
Handling of notes
Degree of dependence on or reference to notes

Use of Humour

Appropriate and relevant
Well delivered, successful
In good taste
Timing; pauses. Natural

Audience Rapport

Appropriate language register
Interaction with audience: response
Use of (Rhetorical) questions

Additional Comments _____ (points worthy of praise or requiring advice)