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## F1 – Starting Your Journey

This is the speaker’s first speech to the club. It’s a crucial time for a speaker and a momentous achievement just to have delivered it at all. Your evaluation should be congratulatory and positive by highlighting immediate technical successes and signs of future strengths. Offer one or two points for development but focus your delivery of these points on the challenges of the next couple of assignments rather than any close analysis of any communication errors from this speech.

### **Please return completed form to the speaker**

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Overall, was the speech enjoyable to listen to and what did the speaker convey?
2. Did the speaker appear confident and in control?
3. Was the content interesting and the material well chosen?
4. Did the speaker show evidence of preparation by being familiar with the material?
5. How did the speaker make use of their gestures and body language?

### Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker’s ability to communicate?
3. “Constructing a Speech” and “Speaking with Conviction” are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Remember that there is no “Move on / Try again” for Foundation level assignments.

**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## F2 – Constructing a Speech

This assignment is important not just for speech construction but for preparation and argument development. Your evaluation should be thoroughly positive highlighting good points maintained from the first speech and areas that the speaker has developed since. One or two points of advice should be well explained without being forensic and certainly at least one of these should be focused on construction.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was there an arresting opening and how effectively did the speaker introduce their subject?
2. Were the ideas effectively developed with good quality material, logical flow and linked to form a coherent argument?
3. Did the conclusion emerge naturally, reinforcing the main argument and leaving a lasting impression?
4. Was the speech appropriately balanced or did it have too much or too little material overall or in any one section?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from the last speech and what should be maintained from this speech?
2. What one or two things could enhance the speaker's ability to prepare and construct a well-developed presentation?
3. "Speaking with Conviction" and "Using Gestures and Body Language" are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Remember that there is no "Move on / Try again" for Foundation level assignments.

**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## F3 – Speaking with Conviction

Right now, the speaker is putting together their toolbox of skills but eventually they will be speaking in the real world and this assignment is critical to that journey. Your evaluation should be thoroughly positive highlighting good points maintained from previous speeches and topics plus areas that the speaker has developed since. When you get to advice, try to help the speaker see why they were powerful or persuasive at certain points so that they can build on that experience.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the content and choice of subject appropriate for the purpose, speaker, and audience?
2. Did the speaker seem to believe in the cause demonstrating enthusiasm, vitality, and sincerity?
3. Did the speaker convince the audience and how did they achieve this? Was the core appeal to logic, emotion, or authority?
4. What presentation elements did the speaker employ to aid their persuasiveness (humour, empathy, animation, reason, statistics etc.)?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What one or two things could enhance the speaker's ability to speak decisively and persuasively?
3. "Using Gestures and Body Language" and "Using Your Voice" are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Remember that there is no "Move on / Try again" for Foundation level assignments.

**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## F4 – Using Gestures and Body Language

This is an area that most speakers need help with. If the previous evaluations have followed the template, then the speaker should now trust the process and know that they will be given positive reinforcement and useful feedback. Your evaluation can include a good explanation of the strong points that the speaker is growing and developing while also supporting the speaker to recognise areas that need work and providing a roadmap for how they can improve.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the speaker's stance in front of the audience confident or did it betray nerves? Was there a decent amount of eye contact throughout the speech?
2. How expressive were the speaker's facial gestures and head movements?
3. Were the hand gestures visible, natural, theatrical, well timed and or creative? Did their delivery augment the speech and suit the speaker?
4. Did all the speaker's gestures (hands, face and body) enhance or detract from the overall delivery and impact?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What one or two things could enhance the speaker's ability to make use of their hands, face and body in a way that aids communication?
3. "Using Your Voice", the final speaking assignment for the Foundation Certificate is up next. How can the speaker prepare for this?
4. Any additional feedback?

Remember that there is no "Move on / Try again" for Foundation level assignments.

**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## F5 – Using Your Voice

If most speakers need help with gestures, then almost every speaker needs help with their voice. This is the last assignment without a “Move on / Try again” element so you have license to prepare the speaker for the next stage here. Your evaluation can offer detailed analysis and advice on how they effectively employed their voice and what more they can do to keep progressing. This evaluation should model moving from mainly appreciation to a balance of praise and feedback. Remember to congratulate the speaker on completing their Foundation Certificate of Achievement.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the diction clear and accurate with good enunciation and pronunciation?
2. Was the speech clearly audible even at the back of the audience?
3. Was there a purposeful variety of pace, pitch and pause reflecting the message or feeling being conveyed at the time?
4. Was there effective use of rhythm and cadence, inflection and intonation?
5. Had the speaker prepared and practised their use of voice and to what extent had they stretched themselves compared to previous speeches?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What one or two things could enhance the speaker’s ability to explore the full range, power and quality of their voice?
3. “Vocabulary and Word Pictures” and “Storytelling and Narrative” are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Remember that there is no “Move on / Try again” for Foundation level assignments.

**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## A1 – Vocabulary and Word Pictures

A challenging, creative and fun task, this is the first assignment that comes with a “Move on / Try again” element so be mindful of the extra pressure on the speaker. Consider consulting the speaker on what form of evaluation and feedback would work best for them. Even with all of that in mind your evaluation should be a complete one reflecting all the best practice outlined in the Speakers Guide. This is where the speaker truly begins working towards becoming someone capable of delivering “Showpiece” quality speeches and presenting to outside audiences.

**Please return completed form to the speaker**

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

Analysis – Key questions related to this assignment

1. Was the range of vocabulary expressive, descriptive and in context?
2. Did the speaker demonstrate interesting or surprising use of language?
3. Did the speaker make use of any rhetorical devices (simile, metonymy, irony, oxymoron, hyperbaton etc.) when crafting and delivering their key points?
4. Was there evidence of strong preparation allowing the speaker to create vivid, elucidating images and word pictures?

Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What could enhance the speaker’s ability to employ stimulating vocabulary and craft compelling word pictures to support their presentation?
3. “Storytelling and Narrative” and “Using Humour” are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Evaluator recommendation:

	Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## A2 – Storytelling and Narrative

Stories and narrative build on all the skills developed during the previous assignments and uses them to connect your audience creatively and emotionally to your message. Your evaluation should be a complete one while keeping in mind that the greater volume of story and narrative may affect the construction and delivery of this speech. This is the newest assignment in the series and was included because it's such a crucial skill in modern public speaking and communication settings.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the subject matter appropriate for the purpose, speaker and audience?
2. Did the speaker set the context and progress the story naturally and was the audience clear on what the aim of the story was?
3. How did the speaker interact with the audience (voice, gesture, questions, eye contact etc.) and was their approach successful?
4. Was the process of storytelling or use of narrative particularly powerful in getting the speakers message and emotions across to their audience?
5. Did the speaker use any specific approach (allegory, fable, tragedy etc.)?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What could enhance the speaker's ability to tell stories and use narrative in a way that illuminates their purpose and reaches out to their audience?
3. "Using Humour" and "Developing Audience Rapport" are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## A3 – Using Humour

Making use of humour as another tool for supporting the purpose of your speech is a skill that will unlock audiences in a way that few other skills can. Your evaluation should be a complete one while keeping in mind that many speakers find this the most challenging assignment because humour is so dependent on place, audience, time and the interaction between this and many other factors. As with every assignment focus your evaluation on the presentation against the criteria.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the humour appropriate to the speech and the audience? Was it successfully delivered and in good taste?
2. Was the humour used purposefully to change the mood, for emphasis, a surprising challenge or another reason?
3. Did the speaker carefully control their voice for humorous effect and were any jokes delivered with good comedic timing?
4. How much did the humour used by the speaker flow naturally along with the rest of their presentation?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What could enhance the speaker's ability to deploy humour in a manner that is appropriate to their style and supports their speech?
3. "Developing Audience Rapport" is up next. How can the speaker prepare for this assignment?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## A4 – Developing Audience Rapport

This assignment and the final “Showpiece” speech are where the speaker has the opportunity to bring together everything they have learned so far and genuinely start to reach out to audience with a distinctive communication quality. Your evaluation should be a complete one with as much practical, fully explained advice as you think the speaker can take in and make use of.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Did the speaker have good eye contact and appropriate pauses throughout?
2. Did the speaker make use of spoken English and did they utilise any rhetorical devices (alliteration, repetition, metaphor, onomatopoeia, hyperbole etc.) when crafting and delivering their key points?
3. How did the speaker use their presence to make a connection?
4. Did the speaker tell stories, make jokes or offer personal history?
5. Was there the expected audience response and did the speaker allow the audience time and space to express their response?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What could enhance the speaker’s ability to generate a meaningful, reciprocal affinity with their audience?
3. “The Showpiece”, the final assignment of the Certificate of Achievement is up next. How can the speaker prepare for this?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## A5 – The Showpiece

Demonstrating the full range of speaking skills and complete command of the platform, the speaker will showcase the high standard they are now able to achieve in public speaking. Two evaluators are required here with at least one coming from outside the speakers' club. Your evaluation should be complete. If the speaker is successful, congratulate them on completing their Certificate of Achievement.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator's		Date	

### Analysis – Key questions related to this assignment

1. Was the subject well-chosen and how responsive were the audience?
2. Did the speaker show evidence of thorough preparation (content research, speech composition, rehearsal leading to fluent delivery)?
3. What technical skills from the previous assignments were on display?
4. To what extent did the speaker bring their full selves to the presentation?
5. How close did the speaker get to looking as if they were speaking extemporaneously and or holding a natural conversation with their audience?

### Advice – Points for development and improvement

1. What strong areas did the speaker maintain and grow from previous speeches and what should be maintained from this speech?
2. What could enhance the speaker's ability to deliver high quality speeches?
3. Is the speaker aware of the various options for further development (ASC Diploma in Public Speaking, contests, Victoria College of Music exams, "further challenges" listed on the website, speaking outside the club)?
4. Key pieces of fully explained advice (advice description, example of better practice and why it's important) based on this speech that will help the speaker to become an even better communicator?

Evaluator's recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D1 – The Impromptu Speech

Every speaker knows what a tough assignment this can be. It's likely that the quality of the speech will vary during the presentation given the limited amount of preparation time but the speaker is still expected to deliver to a good standard, calling on every resource they have. Your evaluation should be a complete one as the speaker is now at a high level and looking to develop even further. Keep the difficulty of this assignment in mind and try to personalise your points to the objectives of speaker (competition, further Diploma assignments, speaking outside the ASC etc.).

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. How much was the speaker able to make it appear as if this speech had been well prepared ahead of time (construction, material, delivery)?
2. Was the subject well chosen for the exercise and the audience?
3. What rhetorical devices and skills were selected by the speaker to draw a response from the audience and how effective were they?
4. Did the speaker manage the level of narrative / personal history that they used in the speech?

### Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to quickly organise their thoughts and ideas and communicate them effectively?
3. "Speaking to a non-ASC audience" and "Using Presentation Aids" are up next. How can the speaker prepare for these assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D2 – Speaking to a non-ASC Audience

An important step for any speaker. Even if they have spoken outside the ASC before this assignment will demonstrate their progression as a confident communicator. Talk to the speaker beforehand so that you are informed about the details of this speaking opportunity. Your evaluation should be a complete one but remember that the ASC rule about no party politics, sex and religion / faith doesn't apply and also that there may be greater use of personal history / storytelling / narrative.

**Please return completed form to the speaker**

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	
Venue		Audience	

Analysis – Key questions related to this assignment

1. Was the speaker able to successfully transfer the skills and experiences they have built in the ASC to this opportunity?
2. Was the speaker and the speech well suited for the audience and situation?
3. How well had the speaker prepared in terms of the speech, the setup on the day and their audience?
4. Did the speaker come across as a credible and convincing agent of their message (answering questions, handing presentation aids, looked calm etc.)?

Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to present to this audience again if another opportunity arose?
3. "Using Presentation Aids" is up next. How can the speaker prepare for this assignment?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D3 – Using Presentation Aids

Business pitches, training courses, interview presentations, TED talks, after dinner speeches... many different types of speaking make use of presentation aids. Your evaluation should be a complete one and you can look for a high-quality standard particularly around the use of the presentation aids and their impact on the audience.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Did the presentation aids clearly and naturally contribute to the speaker achieving their purpose?
2. Were the presentation aids accessible to the whole audience?
3. Did the speaker handle the presentation aids in a confident manner making it seem like it was just another part of their speech?
4. Was there any additional benefit generated from the presence of the presentation aids that would have been missing otherwise?

### Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to make best use of their presentation aids so that they make a lasting impression?
3. The speaker must successfully deliver two of the four D4 assignment options to complete the "Diploma in Public Speaking". How can the speaker prepare for these assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D4a – Giving a Lecture

More than any other assignment this is the opportunity for a speaker to fully explore a subject in which they are knowledgeable and interested. Your evaluation should be a complete one, but you can allow a little more leeway on use of notes and attentiveness of audience members.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the speaker obviously well versed in the speech content and did they come across as a credible source of information and analysis on this subject?
2. Were the key skills of speech construction, use of voice and rapport development adequately displayed by the speaker?
3. What approaches, devices and skills were used by the speaker to retain a good level of audience attention and interest in the speech?
4. To what extent did the speaker manage to enlighten their audience on complicated parts of their subject and did they handle any questions well?

### Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to communicate complex, layered discourse whilst continually re-engaging the audience?
3. How can the speaker prepare for the other D4 assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D4b – Making a Business Presentation

Know your job, know yourself and know your audience. Key things for any speech but especially for this assignment when the objective is potentially more than warm feelings and goodwill. Your evaluation should be a complete one. If possible, talk to audience members after the speech prior to delivering your evaluation. Ask them about the extent to which they were convinced and motivated to act by the speaker.

**Please return completed form to the speaker**

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

Analysis – Key questions related to this assignment

1. What impression did the speaker make before the speech started and during the introduction?
2. Did the presentation clearly and concisely communicate the core idea, and did it provide value to people?
3. How much did the speaker get into why their idea is relevant and useful and why they are able to talk about it?
4. Were any interactive elements employed by the speaker such as discussion, quiz, practical activities, or visual aids?

Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to deliver a persuasive presentation that will motivate the audience to action?
3. How can the speaker prepare for the other D4 assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D4c – Speeches for Occasions

This assignment is usually used as preparation for a real-life event. Talk to the member before the speech about the occasion and the members' needs and goals so that you provide the best analysis and advice possible. Your evaluation should be tailored to the specific situation being prepared for (or taking place at the time) but feel free to offer more general feedback as well.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the speaker and the speech appropriate to the occasion in terms of their content, delivery, and style?
2. Was the speech original and did it contain elements of humour, light relief?
3. Did the speaker demonstrate an ability to be flexible and spontaneous (reacting to audience or referencing previous speakers)?
4. What other ways did the speaker build rapport with their audience?

### Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to deliver entertaining, celebratory speeches that audiences will remember and talk about later?
3. How can the speaker prepare for the other D4 assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.

## D4d – Prepared Speaking Without Notes

A lot of top-level speaking (competitions, TED talks, conference presentations and seminars) is now delivered completely without notes. This assignment is high difficulty and high pressure but also excellent practice for real-life speaking. The speaker will be experienced so your evaluation should be a complete one.

### Please return completed form to the speaker

Speaker		Stated Time	
Speech Title		Actual Time	
Evaluator		Date	

### Analysis – Key questions related to this assignment

1. Was the speaker's delivery of a high-quality employing many of the skills and techniques built up in previous assignments?
2. Was the speaker's preparation and rehearsal evident from the speech and did they manage to stay with their core structure / argument / purpose?
3. How much of an impact did the speaker make with their audience and what impression did the speech leave the audience?
4. Did the speaker manage to competently deal with moments of hesitation and or interactions with their audience?

### Advice – Points for development and improvement

1. What areas of strength should the speaker maintain from this speech?
2. What one or two things could enhance the speaker's ability to speak confidently and eloquently without the safety net of notes?
3. How can the speaker prepare for the other D4 assignments?
4. Any additional feedback?

Evaluator recommendation:

Move on	Try again
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**Evaluator's Notes:**

Please give these notes (or a re-draft) to the speaker after the evaluation.