THE SPEECH EVALUATION TEMPLATE
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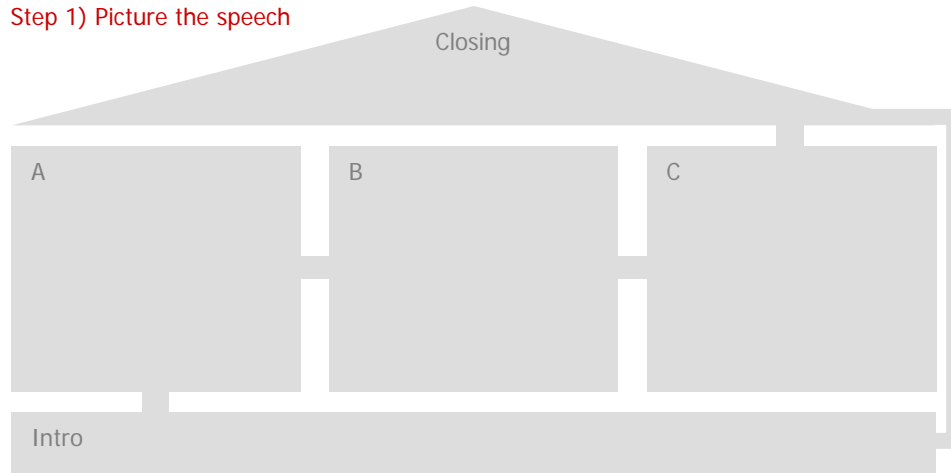
Name of speaker		Title of speech		Speech objectives	

Step 1) Picture the speech

Closing

A	B	C

Intro

Step 2) Analyze the speech. Mark + (good) and ++ (to be improved – at least 3!)

Any other issue				
Making it unforgettable	Humor	Enthusiasm	Passion	Smile
Delivering great content	Structure	Rhetoric	Anecdotes	Quotes
Keeping the audience's attention	Eye contact	Voice	Body language	Visual aids
Getting everyone to listen	First sentence			
Before one speaks	Confidence		Transparency	

Step 3) Structure your evaluation

Intro relating to speech topic or purpose (15 - 30 sec)

Body

What was good? +
(30 - 60 sec)

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What could be improved? ++
(60 - 90 sec)

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Summary mentioning +/++ plus uplifting final punch (15 - 30 sec)