THE SPEECH EVALUATION TEMPLATE

by Florian Mueck & Mel Kelly

THE SPEECH EVALUATION TEMPLATE by Florian Mueck & Mel Kelly Name of speaker Title of speech								
Name of speaker	Title of speech				Speech objectives			
Step 1) Picture the speech Closing					Step 3) Structure your evaluation			
					Intro relating to speech topic or purpose (15 - 30 sec)			
А	В		С					
					Body			
					What was good? + (30 - 60 sec)		What could be improved? ++ (60 - 90 sec)	
Intro							•	
Step 2) Analyze the speech. Mark + (good) and ++ (to be improved – at least 3!)					•		۰	
Any other issue					•		٠	
Making it unforgettable	Humor	Enthusiasm	Passion	Smile	•		0 0	
Delivering great content	Structure	Rhetoric	Anecdotes	Quotes			•	
Keeping the audience's attention	Eye contact	Voice	Body language	Visual aids	Summary mentioning	+/++ plus upli	fting final punch (15 - 30 sec)	
Getting everyone to listen	First sentence							
Before one speaks	Confidence Transparency							

Taken from the book "<u>The Seven Minute Star</u> – Become a great speaker in 15 simple steps" Step 1 & 2 © 2010 Florian Mueck - <u>florian@thesevenminutestar.com</u>

Step 3 © 2010 Mel Kelly - kelly_mel@hotmail.com