

EVALUATION - ANALYTICAL QUALITY

SYMPATHETIC, SENSITIVE, MOTIVATIONAL

THINGS TO CONSIDER

- 1. Structure – As an evaluator create a basic framework to structure and present the evaluation.**
- 2. Identifying Strengths – Focus on the speech and identify the areas that stood out for you and enhance the speech.**
- 3. Understanding Areas of Improvement – Identify specific areas of improvement based on the speech to give direction to the speaker about areas to be worked upon and cite them along with examples.**
- 4. Attentive Listening – Pay undivided attention to the speaker to ensure you can capture the essence of the speech along with things that the speaker did well and things to be considered.**
- 5. Organizing – Organizing the talking points to keep a balance between the strengths and areas of improvement avoiding the scope for over usage of either.**

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THINGS TO AVOID

- 1. Writing all the points in the speech to ensure you get the scope to listen**
- 2. Any form of distractions during the speech**
- 3. Speaking too much about either strengths or areas of improvement**
- 4. Force fitting points into a pre-defined structure**

QUESTIONS TO ASK YOURSELVES

- 1. Are my comments clear and logical?**
- 2. Did I identify specific strengths and weaknesses of the presentation?**
- 3. Why is it important that the speaker improve in this area? (The 'WHY' and the 'HOW')**
- 4. How will adopting this technique enhance the speech?**