Evaluation Form
Mentoring

Member Name _____   Date _____

Evaluator _____   **Speech Length** 5–7 minutes

Speech Title _____

Purpose Statements

▸ The purpose of this project is for the member to apply their mentoring skills to a short-term mentoring assignment.

▸ The purpose of this speech is for the member to share some aspect of their first experience as a Toastmasters mentor.

Notes for the Evaluator

The member completing this project has spent time mentoring a fellow Toastmaster.

About this speech:

▸ The member will deliver a well-organized speech about their experience as a Toastmasters mentor during the completion of this project. The member may speak about the entire experience or an aspect of it.

▸ The speech may be humorous, informational, or any type the member chooses. The style should be appropriate for the content of the speech.

▸ The speech should not be a report on the content of the Mentoring project.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

Clarity: Spoken language is clear and is easily understood

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Vocal Variety: Uses tone, speed, and volume as tools

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Eye Contact: Effectively uses eye contact to engage audience

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Gestures: Uses physical gestures effectively

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Audience Awareness: Demonstrates awareness of audience engagement and needs

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Comfort Level: Appears comfortable with the audience

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Interest: Engages audience with interesting, well-constructed content

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Topic: Describes some aspect of experience mentoring during the completion of the project

    5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Comments:

Evaluation Criteria

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

5 – Exemplary   4 – Excels   3 – Accomplished   2 – Emerging   1 – Developing

Clarity

5 – Is an exemplary public speaker who is always understood
4 – Excels at communicating using the spoken word
3 – Spoken language is clear and is easily understood
2 – Spoken language is somewhat unclear or challenging to understand
1 – Spoken language is unclear or not easily understood

Vocal Variety

5 – Uses the tools of tone, speed, and volume to perfection
4 – Excels at using tone, speed, and volume as tools
3 – Uses tone, speed, and volume as tools
2 – Use of tone, speed, and volume requires further practice
1 – Ineffective use of tone, speed, and volume

Eye Contact

5 – Uses eye contact to convey emotion and elicit response
4 – Uses eye contact to gauge audience reaction and response
3 – Effectively uses eye contact to engage audience
2 – Eye contact with audience needs improvement
1 – Makes little or no eye contact with audience

Gestures

5 – Fully integrates physical gestures with content to deliver an exemplary speech
4 – Uses physical gestures as a tool to enhance speech
3 – Uses physical gestures effectively
2 – Uses somewhat distracting or limited gestures
1 – Uses very distracting gestures or no gestures

Audience Awareness

5 – Engages audience completely and anticipates audience needs
4 – Is fully aware of audience engagement/needs and responds effectively
3 – Demonstrates awareness of audience engagement and needs
2 – Audience engagement or awareness of audience requires further practice
1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

5 – Appears completely self–assured with the audience
4 – Appears fully at ease with the audience
3 – Appears comfortable with the audience
2 – Appears uncomfortable with the audience
1 – Appears highly uncomfortable with the audience

Interest

5 – Fully engages audience with exemplary, well-constructed content
4 – Engages audience with highly compelling, well-constructed content
3 – Engages audience with interesting, well–constructed content
2 – Content is interesting but not well-constructed or is well-constructed but not interesting
1 – Content is neither interesting nor well-constructed

Topic

5 – Delivers an exemplary speech about some aspect of experience mentoring during the completion of the project
4 – Delivers an excellent speech about some aspect of experience mentoring during the completion of the project
3 – Describes some aspect of experience mentoring during the completion of the project
2 – Mentions some aspect of experience mentoring during the completion of the project, but does not fully address
1 – Speaks on a topic other than some aspect of experience mentoring during the completion of the project