

EVALUATION

GUIDE FOR “THE ICE BREAKER”

Title

Evaluator

Date

Note To The Evaluator: The purpose of this speech was for a new member to “break the ice” – to introduce himself/herself to the Club and begin speaking before an audience. The speech should have a clear beginning, body, and ending. The speaker has been advised to use notes if necessary and to forget body language. Point the speaker toward methods of improvement, but don’t “pour it on.” Strive to have the speaker look forward to his/her next speech. Above all, be encouraging. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your oral evaluation, please write answers to the questions below:

- What strong points does the speaker already have?

- How well did the audience get to know the speaker?

- Did the speech reflect adequate preparation?

- Did the speaker talk clearly and audibly?

- Did the speech have a definite opening, body, and conclusion?

- Please comment on the speaker’s use of notes.

- What one or two specific suggestions can you give to help the speaker improve? (Focus on showing the speaker how he/she can make the greatest amount of improvement in his/her next speech.)

- What did the speaker do especially well?