

# EVALUATION GUIDE FOR **GET COMFORTABLE WITH VISUAL AIDS**

Title \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Note to the Evaluator:** The speaker is to present a speech that uses two or more visual aids. The visual aids selected must be appropriate for the message and audience, and be displayed correctly with ease and confidence. The speaker is to incorporate what he or she has learned in previous projects about purpose, organization, word usage, body language, and vocal variety. The speaker also is to use appropriate suggestions from the evaluations received and thoroughly research the subject. Please complete this evaluation form by checking the appropriate column for each item. Add comments for items where special praise is warranted or where you can offer specific suggestions for improvement.

	EXCELLENT	SATISFACTORY	COULD IMPROVE	COMMENTS / SUGGESTIONS
▶ Were the visual aids appropriate for the speech and message?	_____	_____	_____	
▶ Did each visual aid help you to understand and remember the speaker's point?	_____	_____	_____	
▶ Was each visual aid clearly visible?	_____	_____	_____	
▶ If the speaker used computer-based visuals or overhead transparencies, was each visual easy to read and well-designed?	_____	_____	_____	
▶ Did the speaker use the visual aids smoothly and with confidence?	_____	_____	_____	
▶ How clear was the speaker's purpose?	_____	_____	_____	
▶ Did the speaker use body language to reinforce the message?	_____	_____	_____	
▶ Was the speaker's word choice effective and appropriate?	_____	_____	_____	
▶ Was the speech well-researched?	_____	_____	_____	
▶ What could the speaker have done differently to make the speech more effective?				
▶ What did you like about the speech?				

# NOTES