

TOOLS FOR EVALUATIONS

YOUR WORDS	YOUR STRUCTURE	YOUR BODY	YOUR VOICE
Interesting	Caught attention	Purposeful gestures	Passion
Powerful message	Logical flow	Enthusiastic manner	Volume
Well researched	Sound structure	Confident	Slow/fast
Vivid words	Ideas supported by facts	Natural, relaxed	Energy, Dynamic
Effective illustrations	Developed points clearly	Use of space	Expressive, intonation
Original material	Wrapped to beginning	Visual aids, handouts	Animated
Simple, short, clear words	Clear opening, body, conclusion	Sincere	Pauses
Support material	Easy to follow	Eye contact	Articulate
Appropriate for audience	Summarized	Gestures match message	Word usage (“umhs, ahs”)
Details	Well prepared	Use of notes	Humour
Value of Message	Smooth transitions	Distracting movements	Emotion
Call to Action	Challenged audience	Facial expression	Firm voice
Facts and figures	Significant conclusion	Use of props	Warmth and strength
Statistics	Road map to destination	Moving with purpose	Easy to listen to
Relevant examples	Purposeful, useful	Smile	Spoke from the heart
Humour	Established setting	Unnecessary Pacing	Friendly
Knowledge of topic	Clear train of thought	Energetic	Enhanced speech
Avoided jargon	Demonstrated strategy	Repeated gestures	Dialogue of characters