

ON TARGET EVALUATION

Name _____ Title _____

Manual: _____

Time Requested _____

Project # _____ Purpose _____

Time Used _____

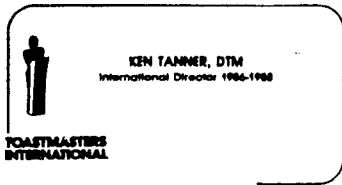
Manual Objectives

Rank	Strengths	Rank	Recommendations for Improvement
Incidental or Speakers Request			

Summary: Main Strength:

Main Recommendation:

Signature Date



ON TARGET EVALUATION

The oral evaluation of a speech is one of the foundations of a club meeting, yet it can also be one of the toughest assignments.

This worksheet, along with the evaluation page from the manual, will help you present an "on target" oral evaluation that is logically organized and focused on the critical components of the project.

How to use the worksheet

Before the speech

1. Fill in the blanks at the top. This can be done long before the speech that you are assigned to evaluate. This ensures that you and the speaker are "on target" with the speech purpose in mind.

During the speech

2. As the speech is being presented, make notes in the body of the worksheet as to what you observe as the speaker's strengths, and areas in which you have recommendations for improvement. Focus on the objective of the project, rather than the mechanics.
3. Use the bottom section of the worksheet if you observe something which is particularly notable (but not a specific speech objective), or the speaker has requested you to watch for something specific.

After the speech

4. Complete the notes you have taken during the speech by expanding them to include reasons why strengths were so effective, along with ways to implement your recommendations for improvement.
5. Choose 2 or 3 strengths, and 1 or 2 recommendations you wish to mention during your short oral evaluation.

Use the "Rank" column to identify the order in which you wish to mention them, bearing in mind their importance to the speech purpose.

6. Note a few comments summarizing oral remarks, specifically the main strength and recommendation you have for the speaker.

During your oral evaluation

7. Follow the worksheet.
 - begin at the top identifying project and purpose
 - identify your 2 or 3 chosen strengths
 - follow with your 1 or 2 recommendations for improvement
 - wrap - up with summary comments
 - encourage the speaker on toward the next manual project

Wrap - up

8. Sign and date the worksheet, record time used as it becomes available, complete the evaluation page in the manual, and return both to the speaker.