

Speech evaluation report template

Deliver your report in **third person**: refer to the person by name and address the whole room.

INTRODUCTION (30 SECONDS)

Speaker's name, speech title, overview of speech objectives, speech subject.

LIKED (30 SECONDS)

*One thing you liked and why. "I liked ...", "I thought...", "I noticed...". Leave your most liked last.**

LIKED (30 SECONDS)

One other thing you liked and why you liked it.

RECOMMENDATION (30 SECONDS)

*What one thing can be improved and **why**. Give suggestions not criticism. "I suggest ...", "I recommend..."*

RECOMMENDATION (30 SECONDS)

*What else can you recommend and **why**.*

GREEN

WHAT I LIKED BEST* (15 SECONDS) – ESSENTIAL TO INCLUDE LAST

*What you **liked best**, and **why***

ORANGE

SUMMARY (15 SECONDS)

Summarise your evaluation. Leave the Speaker motivated by finishing on a positive.

RED