

EVALUATING YOUR BODY'S SPOKEN IMAGE

Speaker _____

NOTE: Before using this form, please read the instructions on the reverse side.

CATEGORY	RATING	CATEGORY	COMMENTS/RECOMMENDED ACTION
POSTURE Nervous/uneasy Uncertain Uncomfortable Slouching Stiff	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	POSTURE Poised Confident Comfortable Erect Relaxed	
GESTURES Artificial/wooden Random Passive Furtive Vague Distracted from verbal message	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	GESTURES Natural/spontaneous Meaningful Lively Expansive Precise Enhanced verbal message	
BODY MOVEMENTS Lifeless/dull Awkward Random Drew attention away from speech	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	BODY MOVEMENTS Fluid/animated Graceful Purposeful Enhanced attentiveness to speech	
FACIAL EXPRESSIONS Deadpan Unfriendly Artificial Incongruent	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	FACIAL EXPRESSIONS Animated Friendly Natural/genuine Appropriate to speech content	
EYE CONTACT Forced/artificial Followed set pattern Did not establish visual bonds	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	EYE CONTACT Natural/smooth No set pattern Established bonds with listeners	

Evaluation Guide for "Show What You Mean"

Title _____ Evaluator _____ Date _____

Note to the Evaluator: In this presentation the speaker is concentrating on body language. He or she should use gestures, facial expressions, and other body movements that illustrate and enhance the verbal message. In evaluating this speech, focus on delivery rather than on content, although content should not be overlooked. In addition to your oral evaluation, please complete this evaluation form by checking the appropriate space for each item. Add your comments only for those items where special praise is warranted, or where you can offer specific suggestions for improvement.

		COMMENTS/RECOMMENDED ACTION
Topic Selection:	<input type="checkbox"/> Facilitated body language <input type="checkbox"/> Satisfactory <input type="checkbox"/> Inappropriate	
Preparation:	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Inadequate	
Manner:	<input type="checkbox"/> Confident, enthusiastic <input type="checkbox"/> Satisfactory <input type="checkbox"/> Tense, nervous	
Appearance:	<input type="checkbox"/> Appropriate, neat <input type="checkbox"/> Satisfactory <input type="checkbox"/> Should improve	
Posture:	<input type="checkbox"/> Poised, balanced <input type="checkbox"/> Satisfactory <input type="checkbox"/> Should improve	
Gestures:	<input type="checkbox"/> Natural, evocative <input type="checkbox"/> Satisfactory <input type="checkbox"/> Artificial or distracting	
Body Movements:	<input type="checkbox"/> Purposeful, smooth <input type="checkbox"/> Satisfactory <input type="checkbox"/> Awkward, random or distracting	
Eye Contact:	<input type="checkbox"/> Established visual bonds <input type="checkbox"/> Satisfactory <input type="checkbox"/> Should improve	
Facial Expression:	<input type="checkbox"/> Animated, friendly, genuine <input type="checkbox"/> Satisfactory <input type="checkbox"/> Deadpan, artificial or unfriendly	
Organization:	<input type="checkbox"/> Logical flow of ideas <input type="checkbox"/> Satisfactory <input type="checkbox"/> Should improve	

SPEECH PROFILE

This profile has been designed to help you determine what's right and what's wrong with your voice. Before using it, please read the section entitled "Your Speech Profile" on page 9. Instructions for using the profile appear on the reverse side of this sheet.

NEGATIVE	1	2	3	4	5	6	7	POSITIVE
Loudness or Volume:								Loudness or Volume:
Too quiet	•	•	•	•	•	•	•	Good projection
Inaudible	•	•	•	•	•	•	•	Easily heard
Flat	•	•	•	•	•	•	•	Vibrant and dynamic
Pitch:								Pitch:
High	•	•	•	•	•	•	•	Low
Shrill	•	•	•	•	•	•	•	Full
Monotonous	•	•	•	•	•	•	•	Varied
Voice Quality:								Voice Quality:
Nasal	•	•	•	•	•	•	•	Open
Breathy	•	•	•	•	•	•	•	Clear
Harsh, raspy	•	•	•	•	•	•	•	Mellow
Lifeless	•	•	•	•	•	•	•	Enthusiastic
Articulation (Word Usage):								Articulation (Word Usage):
Slushy	•	•	•	•	•	•	•	Clear
Lazy lips	•	•	•	•	•	•	•	Crisp
Tangled tongue	•	•	•	•	•	•	•	Controlled
Tight jaw	•	•	•	•	•	•	•	Open mouth
Mumbling	•	•	•	•	•	•	•	Projection
Mispronunciation	•	•	•	•	•	•	•	Pronunciation
Timing or Rate:								Timing or Rate:
Jerky	•	•	•	•	•	•	•	Smooth
Slow, plodding	•	•	•	•	•	•	•	Fluent
Unvaried	•	•	•	•	•	•	•	Varied, exciting
Hesitant	•	•	•	•	•	•	•	Deliberate
Vocal Variety:								Vocal Variety:
Emotionless	•	•	•	•	•	•	•	Conveys emotion
Unfriendly	•	•	•	•	•	•	•	Genial
Strained	•	•	•	•	•	•	•	Natural
Dull	•	•	•	•	•	•	•	Vital