FORM FOR TAKING NOTES DURING A SPEECH

Speaker Name: _____ **Date:** _____ **Title of Speech:** _____

Project/Skill: _____ _____

CONTENT NOTES

Speaker's Introductory Remarks:

Capture attention? Y N
Orient audience? Y N
Build anticipation? Y N

Body of Speech: Main Points

Conclusion of speech:

Summarized main points? Y N
Call to action? Y N

From what I heard, the **PURPOSE OF THE SPEECH** was: _____

From what I heard, the **MESSAGE OF THE SPEECH** was: _____

MECHANICS AND TECHNIQUES

Voice: (Projection, Pitch, Intonation)

Gestures and Body animation: (sketch)

Comments by previous evaluators:

Strengths: _____

Areas to improve: _____

Use of Visual Aids and/or Props: (if none were used, could they have helped?)

_____
Name of Evaluator

MGD/10/02