

# Toastmasters Evaluation Checklist

This guide can help you choose a handful of ways to provide clear and concrete feedback.

Visually	Description	Example
Appearance	Was the individual dressed appropriately for the topic?	Dressed professionally for a presentation to management?
Facial expressions	How did the speaker use facial expressions (incl. eyes) to convey the message or connect with the audience?	Smiling or frowning? Furrowing brows? Eyes wide open or squinting?
Gestures & body language	How did gestures help convey the message?	Imitating actions the speaker is describing? Walking, jumping? Using arms or legs?
Distracting mannerisms	What did you notice?	Any repetitive motion or tic that's not part of the speech?
Eye contact	Eye contact with audience?	Moves contact from person to person around room naturally?
Use of notes	How were the notes used?	Distractingly?
Use of lectern/podium	How was it used?	Clinging to it? Hiding behind it?
Vocally	Description	Example
Variety (pitch/tone/loud-soft)	How did the speaker use his/her voice to convey the message?	Fast? Slow? Melodic? Whispered? Yelled? Imitating sound effects?
Clarity	How was the enunciation?	Words crisp and clear? No muttering? No slurring?
Pauses	Did the individual use pauses as a tool?	Pauses for effect? Pauses too long?
Enthusiasm	Did the person convey energy and passion?	Voice enthusiastic or dull? Body language appropriate?
Convincing	Did the speaker convince me?	Did she/he sound sincere?
Verbally	Description	Example
Content	Was the message clear?	Content flowed in organized manner and made a point?
Opening	Did it pique my interest?	Was the audience engaged?
Body	Was there a clear path?	Did I get lost?
Conclusion	Was it appropriate?	Did it tie to the opening and follow the body naturally? Was there a special surprise twist?
Humor / stories / facts	Used effectively?	Appropriate to content and improved the presentation?

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Grammar	Any grammatical errors?	
Overall		
Speech goals	Did it align with the manual's goals and with personal goals?	
Considered audience	Did the speaker have audience's needs in mind?	
Effective	Was I entertained or informed? Did I get the message?	