

## RPA Toastmasters Evaluation Checklist

PIP method of evaluation: Positive, Improvement, Praise:

- Make a positive comment
- Suggest at least one point for improvement
- End with praise

Category	Comments
<b>PREPARATION</b> <i>Research, organisation, rehearsal, no reliance on notes</i>	
<b>SPEECH VALUE</b> <i>Original, interesting, persuasive, inspiring, humorous</i>	
<b>MANUAL ASSIGNMENT</b> <i>Met project objectives</i>	
<b>OPENING</b> <i>Attention getting, led into topic</i>	
<b>BODY OF SPEECH</b> <i>Logical flow, points supported by examples</i>	
<b>TRANSITIONS</b> <i>Smooth, easy to follow</i>	
<b>CONCLUSION</b> <i>Effective, main points restated</i>	
<b>VOCAL VARIETY</b> <i>Volume, variety, pauses</i>	
<b>LANGUAGE</b> <i>Appropriate to topic and audience, word choice</i>	
<b>APPEARANCE</b> <i>Appropriate for occasion and audience</i>	
<b>MANNER</b> <i>Confidence, assurance, sincerity, enthusiasm</i>	
<b>PHYSICAL ACTIONS</b> <i>Gestures, body movements, eye contact, facial expression, posture</i>	
(1) POINT FOR IMPROVEMENT	
(2) POINT FOR IMPROVEMENT	

