

---

## Assessment Tools

### Tool 1: Group Report

Name	Comments & Suggestions

Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

### Tool 2: Evaluation Form for Speeches with Elements of Humor

Name	Rating	Comments
	😊😊😊😊😊	
	😊😊😊😊😊	
	😊😊😊😊😊	
	😊😊😊😊😊	

Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Tool 3: Discussion Memo**

Discussion Topic: \_\_\_\_\_

**Define problem**

**Analyze problem**

**Establish criteria for solutions**

**Generate potential solutions**

**Select best solution**

Team Members: \_\_\_\_\_

Team Leader: \_\_\_\_\_

Date: \_\_\_\_\_





**Tool 6: Speech Evaluation Form**

Speaker: \_\_\_\_\_

Topic: \_\_\_\_\_

Specific Purpose: \_\_\_\_\_

Central Idea: \_\_\_\_\_

*Rate the speaker on each following point: 1-poor 2-fair 3-average 4-good 5-excellent*

<b>INTRODUCTION</b>										
Gained attention and interest	1	2	3	4	5					
Introduced topic clearly	1	2	3	4	5					
Established credibility	1	2	3	4	5					
Previewed body of speech	1	2	3	4	5					
Related to audience	1	2	3	4	5					
<b>BODY</b>										
Main points clear	1	2	3	4	5					
Main points fully supported	1	2	3	4	5					
Organization well planned	1	2	3	4	5					
Language accurate	1	2	3	4	5					
Language clear, concise	1	2	3	4	5					
Language appropriate	1	2	3	4	5					
Connectives effective	1	2	3	4	5					
<b>CONCLUSION</b>										
Prepared audience for ending	1	2	3	4	5					
Reinforced central idea	1	2	3	4	5					
<b>DELIVERY</b>										
Maintained eye contact	1	2	3	4	5					
Used voice effectively	1	2	3	4	5					
Used physical action effectively	1	2	3	4	5					
Presented visual aids well	1	2	3	4	5					
<b>OVERALL EVALUATION</b>										
Topic challenging	1	2	3	4	5					
Specific purpose well chosen	1	2	3	4	5					
Speech adapted to audience	1	2	3	4	5					
Speech completed in time limit	1	2	3	4	5					

**Critique and Suggestions** (either in English or Chinese):

What did the speaker do most effectively?

\_\_\_\_\_  
\_\_\_\_\_

What should the speaker pay special attention to next time?

\_\_\_\_\_  
\_\_\_\_\_

General Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rater: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Tool 7: Self-Assessment Checklist

	a good preparation (data-collecting, audience analysis, brainstorming, topic selection, script-writing, preparing visual-aids, rehearsing, etc)
	a clear and definite message
	a logical development of ideas
	a fluent and accurate use of language
	a dynamic opening that captures audience attention
	an effective eye-contact
	a well-paced presentation
	a well-modulated voice
	a rapport with audience members
	fresh material that holds audience attention
	a well-practiced speech, acted with spontaneity rather than read or memorized
	an effective use of humor
	an effective use of visual aids in presentations
	an uncontrived genuine closing that touches or motivates audience members
	a good time-management