EVALUATION FORM
Moderate a Panel Discussion

Member Name _____   Date _____

Evaluator _____   **Speech Length:** 20 – 40 minutes

Speech Title	

Purpose Statement

The purpose of this project is for the member to apply his or her skills as a public speaker and leader to facilitate a panel discussion.

Notes for the Evaluator

During the completion of this project, the member:

- Spent time planning a panel discussion on a topic
- Organized the panel discussion and invited at least three panelists

About this panel discussion:

- The panel discussion should be well-organized and well-moderated by the member completing the project.
- Consider how the member sets the tone, keeps panelists on topic, fields questions from attendees, and generally runs the panel discussion.
- This panel discussion should not be a report on the content of the "Moderate a Panel Discussion" project.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	**4** EXCELS	**3** ACCOMPLISHED	**2** EMERGING	**1** DEVELOPING

Clarity: Spoken language is clear and is easily understood

5	4	3	2	1	Comment:

Vocal Variety: Uses tone, speed, and volume as tools

5	4	3	2	1	Comment:

Eye Contact: Effectively uses eye contact to engage audience

5	4	3	2	1	Comment:

Gestures: Uses physical gestures effectively

5	4	3	2	1	Comment:

Audience Awareness: Demonstrates awareness of audience engagement and needs

5	4	3	2	1	Comment:

Comfort Level: Appears comfortable with the audience

5	4	3	2	1	Comment:

Interest: Engages audience with interesting, well-constructed content

5	4	3	2	1	Comment:

Moderating: Moderates panel discussion well

5	4	3	2	1	Comment:

Panel Selection: Selected panel members well for their expertise on the topic

5	4	3	2	1	Comment:

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

5 – Is an exemplary public speaker who is always understood
4 – Excels at communicating using the spoken word
3 – Spoken language is clear and is easily understood
2 – Spoken language is somewhat unclear or challenging to understand
1 – Spoken language is unclear or not easily understood

Vocal Variety

5 – Uses the tools of tone, speed, and volume to perfection
4 – Excels at using tone, speed, and volume as tools
3 – Uses tone, speed, and volume as tools
2 – Use of tone, speed, and volume requires further practice
1 – Ineffective use of tone, speed, and volume

Eye Contact

5 – Uses eye contact to convey emotion and elicit response
4 – Uses eye contact to gauge audience reaction and response
3 – Effectively uses eye contact to engage audience
2 – Eye contact with audience needs improvement
1 – Makes little or no eye contact with audience

Gestures

5 – Fully integrates physical gestures with content to deliver an exemplary speech
4 – Uses physical gestures as a tool to enhance speech
3 – Uses physical gestures effectively
2 – Uses somewhat distracting or limited gestures
1 – Uses very distracting gestures or no gestures

Audience Awareness

5 – Engages audience completely and anticipates audience needs
4 – Is fully aware of audience engagement/needs and responds effectively
3 – Demonstrates awareness of audience engagement and needs
2 – Audience engagement or awareness of audience requires further practice
1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

5 – Appears completely self-assured with the audience
4 – Appears fully at ease with the audience
3 – Appears comfortable with the audience
2 – Appears uncomfortable with the audience
1 – Appears highly uncomfortable with the audience

Interest

5 – Fully engages audience with exemplary, well-constructed content
4 – Engages audience with highly compelling, well-constructed content
3 – Engages audience with interesting, well-constructed content
2 – Content is interesting but not well-constructed or is well-constructed but not interesting
1 – Content is neither interesting nor well-constructed

Moderating

5 – Sets an exemplary example of successful panel moderation
4 – Sets an excellent example of a well-moderated panel discussion
3 – Moderates panel discussion well
2 – Moderation skills are present, but need improvement
1 – Shows little skill or preparation when moderating the panel discussion

Panel Selection

5 – Exemplary selection of panel members for their expertise on the topic
4 – Excellent selection of panel members for their expertise on the topic
3 – Selected panel members well for their expertise on the topic
2 – Selection of some panel members is not reflective of topic or expertise
1 – Panel members selected are inappropriate or ineffective for the topic of discussion