EVALUATION FORM
Ethical Leadership

Member Name _____ Date _____

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

Speech Title	

Purpose Statement

The purpose of this project is for the member to develop a clear understanding of his or her ethical framework and create an opportunity for others to hear about and discuss ethics in the member's organization or community.

Notes for the Evaluator

During the completion of this project, the member:

- Spent time developing a personal ethical framework
- Organized this panel discussion, invited the speakers, and defined the topic

About this speech:

- The topic of the discussion should be ethics, either in an organization or within a community.
- There should be a minimum of three panel members and at least one of them should be from outside Toastmasters.

Listen for: A well-organized panel discussion and excellent moderating from 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.

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:

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:

Moderating: Moderates the panel discussion well

5	4	3	2	1

Comment:

Topic: Panel discussion stays focused primarily on some aspect of ethics

5	4	3	2	1

Comment:

Question-and-answer Session: Question-and-answer session is well-managed

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

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

Moderating

5 – Sets an exemplary example of leading a panel discussion

4 – Excels at moderating the panel discussion

3 – Moderates the panel discussion well

2 – Struggles to lead the panel discussion

1 – Skills related to leading a panel discussion need improvement

Topic

5 – Panel discussion is highly focused on ethics with exceptional contributions from all members

4 – Panel discussion is tightly run and focused on ethics

3 – Panel discussion stays focused primarily on some aspect of ethics

2 – Panel discussion is off the topic of ethics for a significant amount of time

1 – Panel discussion is often off the topic of ethics

Question-and-answer Session

5 – Moderator demonstrates exemplary management of question-and-answer session

4 – Question-and-answer session is highly effective and well-managed

3 – Question-and-answer session is well-managed

2 – Question-and-answer session is limited and disorganized

1 – There is no time for a question-and-answer session