

Public Speaking Objectives

Refer to the lists on both sides when you are evaluating speakers and writing Warm Fuzzies.

Body Language

	Promotes Positive Impression	Promotes Negative Impression
Posture	Stands tall	Slouching
	Faces audience (center-left-right)	Only speaking to one section of the audience
	Stands closer to the audience	Standing too far away/against white board
	Point your heart toward the audience	Only moves head
	Shoulders down and back	Shoulders too high
	Arms at sides or above waist	Arms behind back/akimbo/crossed
	Legs shoulder width apart	Feet together or too wide apart
Facial Expression	Smiles	No smile
	Engages eyebrows	Looks away too quickly from people
	Makes eye contact/notice eye color	Stares too long at people
	Expression is congruent with topic	
Breathing	Breathes at normal rate	
	Uses pauses	
	Opens chest cavity/shoulders back and down	Rounding shoulders forward
Voice	Speaks naturally	
	Varies the speed of pace of speech	
	Projects voice	Speaking too quietly
	Few crutch words	Too many Crutch words
	Vocal Variety	Monotone voice
	Doesn't speak into the whiteboard	Speaks into the white board
Gracious/ respectful tone	Disrespectful tone	
Position	Ready to approach stage	Keeps everyone waiting to approach front
	Stands not too far from audience	Stands against whiteboard
	Doesn't rush off stage	Rushes off stage
	Uses floor space	
Head nod & Handshake	Webbing meets during grasp	Webbing not meeting during grasp
	Comfortable pressure	Too tight/ too soft
	Eye contact	No eye contact
	Focus on person of interaction	
Gestures	Congruent with speech	Distracting mannerisms -Fiddling with anything!
	Gracious	Dismissive or disrespectful

Speech Content

Speech Content		
3-point speech	Hook (optional)	Apologizes
	Introduction	Rushed
	3 points are clear	3 points are muddled
	Conclusion	Rushed
	Easily self-corrects and continues	Draws too much attention to errors
Telling a Story	Beginning, middle & end	
	Easily self-corrects and continues	Allows mistakes to derail speech
	Descriptive/appeal to the senses	Lacking in details
Impromptu speaking	Great Attitude/Gracious	Apologizes
	Creativity	

Overall Impression

Notice how the speaker's body language and words contribute to the following overall positive impressions.

Relaxed		
Sincere		
Calm		
Humorous/Good Humored		
Caring		
Respectful		
Encouraging		
Enthusiastic		
Direct		
Knowledgeable		
Ambitious		
Comfortable		
Motivated		
Insightful		
Imaginative		
Confident		
Comfortable		
Earnest		
Skilled		
Analytical		
Principled		
Good natured		
Competent		
Approachable		
Personable		
Commanding presence		