

# PROJECT CHECKLIST

## Evaluation and Feedback

**Purpose:** The purpose of this project is to present a speech on any topic, receive feedback, and apply the feedback to a second speech.

**Overview:** Choose any topic for your first 5- to 7-minute speech. After your speech, carefully review your feedback. At a different club meeting, present a 5- to 7-minute speech in which you incorporate feedback from your first speech. You may choose to present the same speech again or a new speech. Your second speech should reflect some or all of the feedback from your first speech. Finally, after you have completed both speeches, serve as an evaluator at a club meeting and deliver constructive feedback about another member's presentation.

### This project includes:

- A 5- to 7-minute speech
- Incorporating feedback from your first speech into a second 5- to 7-minute speech
- Serving as a speech evaluator

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

Schedule your speech with the vice president education.

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Write your first speech for this project.

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Rehearse your speech.

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Present your first speech.

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Schedule your second speech with the vice president education. Remember, the evaluator of your first speech must evaluate your second speech. If the same evaluator is unavailable, share his or her feedback with a second evaluator.

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Write your second speech for this project. Incorporate the feedback your evaluator provided after your first speech. You may present the same speech again or write a new speech.

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Rehearse your second speech.

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Present your second speech.

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Volunteer to be a speech evaluator at a club meeting after you have completed both speeches. Coordinate this with your vice president education in advance of a club meeting.

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After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the “Assess Your Skills—After” screen.

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