

COMM 111A Introduction to Public Speaking Guidelines for Self-Evaluations

Purpose:	To reflect on your preparation and performance of your major speeches
Length:	Approximately 2 pages (double-spaced, 12 pt. font, 1-inch margins)
Objectives:	To demonstrate your ability to put public speaking principles into practice To identify areas of excellence and areas for continued growth To articulate goals for future public speaking exercises
Due:	The first class session following your performance (or other time as directed by your instructor)

After each of your four main speeches, you will write a short self-evaluation of your preparation and performance. The point of these self-evaluations is to help you develop the habit of "reflective practice." This means that you will take some time to reflect on your practice and assess your overall effort so that you can continue to improve as a speaker.

Much like an athletic or musical performance, improvement comes from taking stock of your preparation for the event as well as the strengths and areas for continued development. In the context of public speaking, then, the self-evaluation should address the following key areas – one paragraph each:

1. **Overall assessment:** in a short opening paragraph, describe your overall sense of your effort, perhaps identifying one or two of the most notable aspects of your preparation and performance
2. **Preparation:** what is your overall assessment of your preparation of the speech? Were there certain aspects of invention, research, or audience analysis that made your speech strong? What things posed challenges for you or were a struggle?
3. **Performance:** what is your overall assessment of the performance? What do you think you did well, and what dimensions of your performance presented problems for you or your audience?
4. **Future plans:** what do you plan to work on for the next speech? What are the key areas for improvement or development?

Your instructor may ask you to address specific items in your self-evaluation. However, the areas noted above are intended to help you think about the *entire* speech process and identify both your strengths and areas that deserve more attention.