

3-2-1-S Evaluation Form

Speaker: _____	Date: _____
Title _____	Evaluator _____

Positives

1	
2	
3	
4	
5	
6	
7	
8	

Suggestions

1	
2	
3	
4	



3 Positive Comments and Description (narrow your list from above).

- 3** 1)
- 2)
- 3)

2 Suggestions for the speaker (only give 2 from what you found above).

- 2** 1)
- 2)

1 What 1 exceptional positive did you notice for the speaker?

S Summary (Reiterate the above points without going through the details again)

Instructions

1. Write down all the 'good' items you notice as you are evaluating the speaker.
2. Place a star beside the 4 best items you'd like to mention in your evaluation.
3. Place the very best attribute of the speaker in the number 1 slot of the 3-2-1-S evaluation form.
4. List the remaining 3 'good' items in the number 3 area of the 3-2-1-S evaluation form.
5. List your best 2 suggestions and place them in the number 2 area of the 3-2-1-S evaluation form.
6. Summarize the points in the 3-2-1 areas.
7. NEVER close with the suggestions. By presenting your evaluation in order of 3 – 2 – 1 – S, you provided a meaningful and uplifting evaluation of the speaker's 3 good qualities, 2 suggestions for improvement, the single most outstanding and best quality, then summarize.

Additional Points

- 1) After you state your great points in the evaluation, avoid following up with, "HOWEVER" or "BUT" to proceed to your suggestions. When an evaluator does this, they negate all the great points they just made and place more emphasis on the suggestions. This can be a huge let down for the speaker in many cases and your evaluation is less effective.
- 2) Practice using this model so you are able to get your timing down and how long you should elaborate on your points. Once you get the hang of it, you will be able to present the 3-2-1-S evaluation right at 3 minutes (slightly more for us elaborators). 😊