

EVALUATOR

After every speech, an evaluation is made. After you have presented a few speeches, you will be asked to serve as an Evaluator and will evaluate one of the prepared Speakers for a meeting. You're responsibility is to give both an oral evaluation and a written evaluation in the manual of the Speaker you are evaluating. The General Evaluator will call you a day or two before the meeting to tell you who you will be evaluating.

Before the Meeting:

Communicate with the Speaker to find out the manual project he or she will be presenting, the goals of the speech and what the Speaker hopes to achieve in terms of reaching the audience. Find out exactly which skills or techniques the Speaker hopes to strengthen through the exercise. Remind him or her to bring their manual to the meeting so you can write your evaluation according to the guidelines in the manual.

You have 2-3 minutes to give your evaluation. If you are still speaking at 3 minutes and 30 seconds the clock watcher will sound the buzzer. You may finish your sentence and still qualify after the buzzer is sounded.

At the Meeting:

1. Confer with the Speaker one more time to see if he or she has any other specific things for you to watch and listen for during the talk.
2. Look over the objectives for the speech and the manual guidelines for evaluation before your Speaker's presentation so you're prepared.
3. During the speech, record your impressions in the manual along with your answers to the evaluation questions. Be as objective as possible.
4. When introduced, stand and say, "Mr. (Madam) General Evaluator, fellow Toastmasters, Guests and (name of Speaker)" then give your oral evaluation report. Begin and end your evaluation with a note of encouragement or praise. Though you may have written lengthy responses to the manual

evaluation questions, rather than read the answers, summarize your response focusing on:

Did the Speaker meet the objectives, the manual's and his or her own?

Were there particular strengths evident?

Do you have suggestions for improvement?

Be specific, focus on the speaker and the presentation without repeating the speaker's content and work on being truly helpful to the speaker so he or she can improve as a speaker, whether a beginning or advanced speaker.

5. Return the manual to the speaker and perhaps go over any additional points or clarifications after the meeting, always being genuinely encouraging, particularly with new speakers.