

General Evaluator's Worksheet [p. 1]

[Upon introduction, thank the Toastmaster. Introduce the purpose of evaluations.]

“In addition to giving us the chance to speak to a group, Toastmasters also gives us the chance to **learn** to present ourselves better. This is accomplished through evaluations of both the speeches and the manner in which the meeting was conducted. Don't be afraid of evaluation: it is a positive experience designed to help you **overcome** weak habits and **add power** to your good ones.”

“Evaluation is a large task, so fortunately there are other evaluators to assist me in this process.”

“First, to evaluate the speech of _____ is _____.”

“Next, to evaluate the speech of _____ is _____.”

“Finally, we'll hear the report from the Grammarian and 'Ah Counter,' _____.”

[Ask the Timer if there were any disqualifications among the Evaluators. Invite members of the audience to vote for the Best Evaluator. While the votes are collected, begin your evaluation of the meeting. Note that about 5 minutes is allotted for this role. Remember that you will not have time to comment on everything. Be **selective** in your evaluation.]

1. Meeting began on time: () Yes () No _____ p.m.

2. Room Set-up:

Banner: () Yes () No

Educational materials: () Yes () No

Name tags/name plates: () Yes () No

Agendas, ballots: () Yes () No

Ribbons on lectern: () Yes () No

Comments: _____

3. Evaluation of Meeting Roles:

A. President:

- Opening remarks (enthusiastic; dynamic; clear, brief; welcoming; good build-up)
- Introduction of Guests (friendly; informative, names pronounced correctly)

Comments: _____

B. Table Topics Master:

- Explanation of Table Topics (easily understood, concise, enthusiastic, consulted timer)
- Questions (imaginative, not too long, suitable for audience)
- Additional (didn't ask members with major functions, explained voting & awards)
- If desired, comment on Table Topics participants, ' speeches, though briefly.

Comments: _____

C. Toastmaster of the Day:

- Were the meeting roles explained? () Yes () No
- Did the introductions include...
 - a brief biographical sketch? () Yes () No
 - the objectives of the speech? () Yes () No
 - the speech title? () Yes () No
- Were the transitions between speeches smooth? () Yes () No
- Did the segues between speeches show that the Toastmaster was listening?
() Yes () No

Comments: _____

D. Speech Evaluators:

- Did they evaluate according to the purpose and objectives of the speech?
- Were they warm, positive, supportive?
- No "whitewash"; did they provide constructive feedback?
- Did they keep to time?
- Was the evaluation firm, fair and friendly?

[If you would like to comment on any major point in the prepared speeches that the evaluators might have missed, you may do so, but do not feel the need to get too deep; these speeches have already been evaluated once.]

Comments: _____

4. Finish evaluation section and return control to TM.

"I now return control of this meeting to our Toastmaster,
_____."

Other Notes: