

## When You Are the Evaluator...

**Purpose:** *To help your fellow Toastmasters develop speaking skills, become less self-conscious, and develop confidence as a speaker through revealing their strengths and offering useful, concrete advice.*

### Before the Meeting:

- **If you know who you will be evaluating, contact the member** you are assigned to evaluate and...
  - Review the goals of the speech and what the speaker hopes to achieve
  - Ask the speaker if there is anything that s/he would like you to look for in addition to the objectives

### At the Meeting:

- **Read the speaker's objectives** when asked to do so by the Toastmaster of the Evening.
- **Listen carefully** to the speaker and **take notes** on the speaker's message and presentation – If you choose, you may use the note page on page 2 to get started.
  - Remember to take into consideration the **speaker's skill level and progress** to date.
- **Present your evaluation.** (See page 2)
  - *Personalize* the evaluation by addressing the speaker while presenting your evaluation.
  - Start and end with a *note of encouragement*.
  - Give concrete examples of what the *speaker did well* and how they met their objectives.
  - Give the speaker 1 or 2 *tactful suggestions* for improvement- in a manner that you would like to receive them when you are the speaker.

### After the Meeting:

- After your verbal evaluation is complete, write the **answers to the evaluation questions in the speaker's manual**.
- **Return the manual** to the speaker and answer any questions the speaker may have about his/her presentation.

\*Please remember that evaluating is a skill that we learn – very few people start out as effective evaluators. The more that you learn about speaking and the more that you practice evaluating, the better and more confident you'll become.

\*In time, everyone develops his or her own style of evaluation. So, watch others evaluate and don't be afraid to try out different techniques to find which ones best fit you.

Speaker: \_\_\_\_\_ Speech Title: \_\_\_\_\_

Speech Objectives: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Notes on the Speech** (These could include Speech Objectives / Content / Organization / Delivery):

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1. Note of encouragement:

\_\_\_\_\_  
\_\_\_\_\_

2. What the speaker did well:

3. Suggestion(s) for improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Summarize what speaker did well:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_