



Guideline: General Evaluator

PRIOR TO THE MEETING

- ✓ Check with the Toastmaster of the Evening to find out how the program will be conducted and if there are any planned deviations from the usual meeting format.
- ✓ Call the Speech Evaluators.
 - Confirm they are coming.
 - Let them know who they are evaluating and which project is being worked on.
 - During the briefing, emphasize that evaluation is a positive, helping act. As conscientious Toastmasters, their goal must be to help fellow Toastmasters develop their skills. Emphasize that evaluations should preserve or at least enhance the self-esteem of the speaker.
 - Suggest each evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual for the speech
 - Ask them to review the project before the meeting.
 - If you are planning to write an introduction, this would be a good time to conduct an interview.
- ✓ Contact the remaining members of the evaluation team to remind them of their assignments.
- ✓ Prepare a brief but thorough talk on the purpose, techniques, and benefits of evaluation (for the benefit of the guests). Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.
- ✓ Write introductions of the Speech Evaluators.

UPON ARRIVAL AT THE MEETING

- ✓ Insure the individual evaluators have the speaker's manual and understand the project objectives and how to evaluate it. Have they had read the Guideline for their roles?
- ✓ Greet all evaluators who are present. If an evaluator is not present arrange for a substitute.
- ✓ Verify each speaker's time and notify the timer.
- ✓ Sit near the back of the room to allow yourself full view of the meeting and its participants.

DURING THE MEETING

- ✓ Take notes on everything that happens (or doesn't but should). For example: Is the Club's property (trophies, banner, educational material, etc.) properly displayed? If not, why? Were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting - and each segment of it - begin and end on time?



- ✓ Cover each participant on the program. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Remember, you are not to reevaluate the speakers, though you may wish to add something the evaluator may have missed.
- ✓ Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

Order of Presentation:

- ✓ Explain the role of General Evaluator, e.g. as follows:
 - Feedback is an important and integral part of the Toastmasters concept. Recognizing what someone does well can motivate him or her to continue doing well.
 - Pointing out possibilities for improvement can teach someone how to do something better.
 - Feedback is so important to Toastmasters, that when you look at the agenda, you'll notice that the first half of the meeting is designated to prepared and impromptu speeches while the second half is mainly dedicated to the evaluation of the speeches.
 - Because feedback is important, we have a whole evaluation team focusing on specific aspects of speaking.
 - In addition every participant will have a chance to give a written feedback on the three speeches. For this purpose you have all received a feedback form.
 - When it comes to the evaluation part of the meeting, I will first call for the evaluations of the individual speeches.
 - I will then call on the Timer, Ah-counter and the Grammarian for their reports.
 - Finally, I will as General Evaluator give my report on the overall conduct of the entire meeting and evaluate those not getting any specific evaluation, such as the toastmaster, speech evaluators and the table topic master.
- ✓ Introduce your evaluation team and ask them to tell the participants what they will be doing and why their role is important
- ✓ Give your report on the evening



GENERAL EVALUATOR'S REPORT

- ✓ The flow of the meeting – timing?
- ✓ The word of the day – appropriate?
- ✓ Table topics too difficult or easy?
- ✓ Proper meeting etiquette?
- ✓ Speakers and role players well prepared?
- ✓ Was everything happening fully explained to guests?
- ✓ Time wasted by anyone at anytime?
- ✓ Room setting and amenities conducive to an effective meeting?
- ✓ How did the Toast Master of the Evening perform?
- ✓ How did the speech evaluators perform?
- ✓ Did they follow accepted procedures?
- ✓ Were the evaluations relevant and appropriate to the speaker?
- ✓ Was there any whitewash or undue criticism?
- ✓ How did the following evaluators perform?
 - ah evaluator
 - timer
 - grammarian
- ✓ How did the table topics master perform?
- ✓ Could anything have been done better?
- ✓ Was there anything done particularly well?

Toastmaster of the Evening's Note:

You are responsible to find a replacement if you are unable to fulfill your commitment. Please notify the Toastmaster of the Evening ASAP of the replacement so he/she may update the agenda.