



Guideline: Speech Evaluator

- ✓ While keeping the objectives in mind listen to the speech in relation to structure, content and presentation.
- ✓ Structure:
 - Make a note of the opening
 - Did it make you sit up and pay attention?
 - Did the body of the speech follow a logical sequence?
 - Make a note of the conclusion; did it link up with the opening?
 - Was it effective
- ✓ Content:
 - Was the topic of value to the audience?
- ✓ Delivery:
 - Here you are looking at body language, eye contact, vocal variety, use of notes, pace of speaking, use of pause
- ✓ Remember, your goal is to help the speaker improve
- ✓ Pay attention to notes in the manual
- ✓ The speaker's goal varies by manual project, but the overall goal is maximum effectiveness of the speech

Your evaluation:

- ✓ As speech evaluator you are to provide feedback on how well a speaker is doing, and to offer suggestions on how a speaker may improve his/her weak areas
- ✓ Remember to address: Dear Mr/Madam Toastmaster, dear Fellow Toastmasters, dear Guests and especially dear XX (speaker)
- ✓ Begin with your best attention getter
- ✓ Present 3 positive points
- ✓ Provide some constructive criticism
- ✓ Provide the most significant improvement you could make
- ✓ Provide more positive points
- ✓ Use examples where possible in your evaluation
- ✓ Recommendations are to be practical, helpful, positive and encouraging; assisting the speaker in improvement
- ✓ Be sensitive to the feelings and needs of speaker, yet be inspirational and encouraging.

Some points of behaviour of an Effective Evaluator:

- ✓ Show that you care
- ✓ Suit your evaluation to the speaker
- ✓ Learn the speaker's objectives
- ✓ Listen actively
- ✓ Personalise your language



HAMBURG POWER SPEAKERS

Experience the Power of Feedback

- ✓ Give positive reinforcement
- ✓ Help the speaker become motivated
- ✓ Evaluate the behaviour, not the person
- ✓ Nourish self-esteem
- ✓ Show the speaker how to improve

A useful formula - construct your oral evaluation around the word - "P O S E "

P = Praise; O = Objectives; S = Suggestions; E = Encouragement:

Praise: The opening remarks in an evaluation should always highlight the speaker's strong points.

Speaking ability may not be the person's strong point; it may be his/her appearance, his/her voice, the educational value of the speech or just that the person comes across as genuine.

Objectives: Analyse the objectives of the stage and relate them to the speaker's performance. This is very important because it is only by meeting the objectives of a certain stage in the manual that a person can really progress as a public speaker.

Suggestions: It is here that we have the opportunity to offer a suggestion for improvement. It is of no value just to point out what is wrong, we should go on and offer a suggestion that will lead to improvement. An evaluator should only make *one or at most two* suggestions for improvement anymore may only demoralise the speaker.

In conclusion -

Encourage the speaker:

Highlight another of the speaker's strong points.

If possible comment on the speaker's progress to date and encourage him/her to work on your suggestion.

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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.



Speech Evaluator Sheet

Area	Strengths	Recommendations
Impact Educate Motivate Entertain Audience?		
Opening Approach Hook? Clarity Clear intent		
Structure Logical Support Examples Bridging		
Closing Concise Summary Memorable?		
Technique Enthusiasm Humour Visual Aids Staging		
Words Articulation Grammar Rhetorical Devices		
<i>If no detailed evaluation is given, include the following two points as well.</i>		
Physical Posture Gestures Hands Eyes		
Voice Volume Pace Pitch Pauses		