



EVALUATOR

The chance to guide others to success!

People join Toastmasters to improve their speaking and leadership skills, and these skills are improved with the help of evaluations. Members complete projects in the *Competent Communicator* (CC) and *Competent Leadership* (CL) manuals and you may be asked to evaluate their work. At some point, everyone is asked to participate by providing an evaluation. You will provide verbal evaluations for speakers using the guide in their manual. It lets the speaker know what he/she is doing well and what areas need improvement. It must be noted that the evaluation should be mainly positive and is only the opinion of the evaluator.

Preparation before the meeting

- Confirm that you will be an **Evaluator** that week with the person who is **Toastmaster** for that week.
- Several days before the meeting, talk with the speaker you've been assigned to evaluate and find out which manual project they will present. Review the manual's project goals and what the speaker hopes to achieve.
 - **Evaluation requires careful preparation** if the speaker is to benefit. Study the project objectives as well as the evaluation questions in the manual. Remember, the purpose of evaluation is **to help people develop their speaking skills in various situations**. By actively listening, providing reinforcement for their strengths, and gently offering useful advice, you motivate members to work hard and improve. When you show the way to improvement, you open the door to strengthening their ability.
- Print out this guideline so that you can use the Evaluator worksheet during the meeting. If you cannot print a copy, please inform the VPE who will provide one for you.
- Review the *Competent Leadership* (CL) manual for the role of Evaluator and follow instructions on how to receive credit. The purpose of the CL manual is to help you build leadership skills; if all 10 leadership projects are completed, Toastmasters International will formally recognize it by awarding you the designation of CL.

During the meeting

1. Bring your *Competent Leadership* (CL) manual to the meeting and have the VPE sign his/her initials on your Project Completion Record page.
2. Arrive 5 minutes early so that the Speaker can give his/her manual to you so that you can fill out the evaluation portion during or after his/her speech. Before the meeting starts, discuss any last-minute issues with him or her.
3. The CC manual provided by the speaker will outline the main points to look for. Keep notes on the good aspects of the speech, as well as areas for improvement and anything special you may have observed (i.e. laughter from audience, etc.). But most especially, focus on the main project objectives for that particular speech goal.

4. Use the Evaluator worksheet provided in this guideline to help you prepare for your verbal presentation during the meeting. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. Always provide specific methods for improving and present them in a positive manner.
5. While the worksheet provided in this guideline is to help you with your verbal evaluation during the meeting, don't forget to record your impressions in their CC manual, along with answering their CC manual evaluation questions.
6. Once called upon by the Toastmaster, approach the lectern, shake the Toastmaster's hand, turn to the audience and say, "Madam/Mr. Toastmaster, fellow Toastmasters, and especially [Speaker's name]." You can look at the Speaker directly at this point but remember to look at everyone in the audience while giving your evaluation. If you only look at the Speaker the entire time, it cuts off your connection with the rest of the audience.
7. As you are giving your evaluation, be authentic and genuine. Though you may have written lengthy responses to the manual evaluation questions, don't read the questions in the manual or your responses in the manual (you can refer to your notes). Your evaluation time is limited. Don't try to cover too much in your talk; three or four points is plenty.
8. Begin your evaluation with a note of encouragement or praise. Commend a successful speech assignment and describe specifically how it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile or a sense of humor. Likewise, don't permit the speaker to remain ignorant of a serious fault or area for improvement. Give the speaker deserved praise and then give two or three tactful suggestions in the manner that you would like to receive them.
9. Conclude your evaluation with a positive point regarding the speech and end by saying "I thought it was a [commendable] speech and I look forward to [Speaker's name]'s next speech. (Pause) Madame/Mr. Toastmaster." Stay at the lectern until you shake the Toastmaster's hand and then sit down.
10. When the meeting is over, return the CC manual to the Speaker. Explain any comments that the Speaker might be unclear about. Remind the Speaker to have his/her speech manual signed by the Vice-President of Education.

After the meeting

- Reflect on how you did as an Evaluator and implement any changes or improvements the next time you are an Evaluator.

More Evaluator information can be found by clicking [here](#) and [here](#).

By giving feedback, you are personally contributing to your fellow members' improvement. Preparing and presenting evaluations is also an opportunity for you to practice your listening, critical thinking, feedback, motivation, and impromptu speaking skills. And when the time comes to receive feedback, you'll have a better understanding of the process!

EVALUATOR WORKSHEET

Good

(Did I learn something?)

Needs Improvement

(keep in mind the speech objectives)

Notes about Format / Content

(opening, middle, conclusion)

Notes about Body Language / Voice