

Speech Evaluator

ELDER GATE TOASTMASTERS CLUB

MEETING GUIDELINES

FUNCTION:

Speech Evaluators have the important responsibility of evaluating individual prepared speakers.

Evaluators are usually experienced speakers who will have completed at least three speeches from the Communication and Leadership manual. Ideally, they should have delivered the speech being evaluated.

PREPARATION:

If this is your first evaluation, review the advice given in “Effective Speech Evaluation” which you should have received with your new member kit. When the opportunity arises, you should also attend an Evaluation Workshop that the club will run from time to time.

If you already know the speaker, some reflection on their past performances may assist with your evaluation.

Read the evaluation notes for the speech. Before (3-7 days) the meeting, call the speaker to discuss the speech. Ask if the speaker wishes you to concentrate on any additional points. Give encouragement, and agree to discuss again if appropriate. Ask for the title of the speech and when the lights are required, and inform the General Evaluator or the Toastmaster.

Prepare your introduction that should include the speech number and title, what you will be observing, conclude with “with his/her speech “XX” please welcome NN”
Your introduction should not normally exceed 1 minute!

AT THE MEETING:

- 1) Find out if there have been any last minute changes, and encourage the speaker.
- 2) Borrow the speaker’s manual for your written evaluation and review the evaluation guidelines again.
- 3) Listen carefully to the speaker and record your immediate impressions - consider the questions set out in the evaluation guidelines and try to answer them while the speech is in progress.

Complete the written evaluation while the speech is fresh in your mind.

- 4) In your oral evaluation, address the speaker and try to begin and end with a note of encouragement and praise.

The spirit of an evaluation is not one of criticism but it is important to make positive recommendations with examples, where there is obvious room for improvement.

The general format of evaluation used in Eldergate has become known as:

COMMEND-RECOMMEND-COMMEND

Your commendations should be addressed to the audience in general but the recommendations for improvement should be addressed to the speaker personally.

- 5) An evaluation is a short speech and should have an opening, middle and an end.