

EVALUATIONS

"Evaluations should be tactfully given, graciously received and practically applied."

By praising a speaker's strong points and offering constructive criticism on weak areas, you will make the most advantageous usage of evaluations. Of course, you will not have a lot of time for you to make your thoughts known, but a few succinct sentences may impart much wisdom. Take the time to note the good and the bad and you also might find yourself improving from such sage advice.

QUALIFICATIONS

Any member who has completed 2 manual projects.

PURPOSES OF EVALUATION

1. To determine the effect of the speaker's performance on YOU, the listener.
2. To provide the speaker with feedback relative to that effort and effect.
3. To provide the speaker with suggestions for improvement.

PROCEDURES OF EVALUATIONS

Always use the sandwich formula...PLUS-MINUS-PLUS. Begin and end with a positive statement.

Inform the audience of the purpose of the project.

Emphasize the speaker's strengths as you see them.

Respond to the speaker in terms of his effect upon you.

Provide concrete suggestions for improvement, demonstrating when possible.

Finish your comments with positive feedback.

REMEMBER

Evaluation is a personal thing...how the speech effects YOU.

Be aware of previous evaluations to avoid duplications. Make remarks direct and to the point without side remarks.

Give honest feedback--if you are confused, say so.

Avoid feedback on things that cannot be helped, controlled not changed.

(See other side)

Be sure that you have evaluated the manual criteria not the content of the speech.

After the meeting discuss with the speakers his/her feelings about your evaluation.

ADDITIONALLY

Keep it simple.

Look for speech criteria.

- Appropriateness for audience
- Organization, flow
- Depth of development
- Effective open and close?
- Timeliness

Look for speech mechanics.

- diction
- clarity
- pregnant pauses
- rate
- voice projection, variation

Look for body language and eye contact.

- enthusiasm/indifference
- posture
- poise

Look for protocol

- begin with "Mr. or Madam Toastmaster, fellow Toastmasters and guests"
- end with "Mr. or Madam Toastmaster" (not "Thank You")

Listen for correct grammar.

Look for usage of notes.

Look for creativity.