**Speech Evaluator**

One reason people join Toastmasters is to improve their speaking skills, and these skills are improved with the help of evaluations. Members complete speech projects in the *Competent Communication* manual and you may be asked to evaluate their work. At some point, everyone is asked to participate by providing an evaluation. You will provide both verbal and written evaluations for speakers using the guide in the manual.

**Before the Meeting**Talk with the speaker you’ve been assigned to evaluate and find out which manual project they will present. Retrieve the manual from the speaker and ask if he or she has any specific goals in mind. Review the 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 guide in the manual. Remember, the purpose of evaluation is to help people develop their speaking or leadership 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’ve opened the door to strengthening their ability.

**During the Meeting**This is where you provide the your written evaluation in the speaker's manual. Record your impressions in the manual, along with your answers to the evaluation questions. 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.

**End of the Meeting**1. When it’s time to begin the evaluation portion of the meeting, the Toastmaster will introduce GE, who will call upon each member of his/her evaluation team to present their report. When you’re called to report by the general evaluator, stand and present your verbal evaluation of the speaker.

2. Though you may have written lengthy responses to manual evaluation questions, don’t read the questions or your responses. Your verbal evaluation time is limited. You are free to use your own verbal evaluation structure but the questions in the manual are there as a guide. Don’t try to cover too much in your talk; two or three points is usually plenty.

3. Begin and end your evaluation with a note of encouragement or praise. Commend a successful speech 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: if it is personal, write it but don’t mention it aloud. Give the speaker deserved praise and tactful suggestions in the manner you would like to receive them.

After the meeting, return the manual to the speaker. Add another word of encouragement and answer any questions the member may have.

*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 and motivation skills. And when the time comes to receive feedback, you’ll have a better understanding of the process.*



REF: http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Evaluator.aspx