

General Evaluator

- Ask Speech Evaluator(s) to evaluate today's speech: _____

- Ask for Grammarian's report on grammar, word usage and fillers: _____
- Ask Timer for timer's report: _____
- Evaluate the Speech Evaluator(s) (criteria on reverse) or CL Manual evaluation:

- Make general comments about the meeting: (were there guests, did we start on time, were we prepared, how did the meeting flow, etc.)

- Strong Points:

- Opportunities for Improvement:

- Listener Questions:
 - 1.
 - 2.
 - 3.

- Ask Table Topics Master for vote results: _____
- Return control to Toastmaster: _____

General Evaluator

Speech Evaluation Criteria

Analytical Quality: Refers to the effectiveness of the evaluation. Every evaluation should carefully analyze the strengths and weaknesses of the speaker's presentation. Were the evaluator's comments clear and logical? Did the evaluator identify specific strengths and weaknesses of the presentation?

Recommendations: These are an important part of an evaluation. An evaluator not only points out the strengths and weaknesses of a speech, he/she also offers specific recommendations for improvement. Recommendations should be practical, helpful and positive, and they should enable the speaker to improve his or her next presentation.

Technique: Refers to the manner in which the evaluator presents his/her comments and recommendations. An evaluator should be sensitive to the feelings and needs of the speaker, yet inspire and encourage the speaker in his/her future speaking efforts.

Summation: This is how the evaluator concludes the evaluation. The conclusion should briefly summarize the evaluator's comments and suggestions, and be positive and encouraging.

Please make sure that Speakers have their books signed by the VP of Education and the project is recorded in the club's tracking system.