

Being part of Toastmasters as a...

Speech Evaluator

The **Evaluator** provides constructive and encouraging feedback to help the Speaker improve their speaking skills while maintaining their confidence.

During the meeting the Evaluator will:

- read out the objectives for the speech if/when prompted by the Toastmaster
- make notes during the speech and prepare their evaluation
- deliver the evaluation itself within the time allowed (usually 2-3 minutes)

As an effective Evaluator you will:

Show you care	Give positive reinforcement
Suit your evaluation to the speaker	Help the speaker be motivated
Know your speaker's objectives	Evaluate behavior - not the person
Listen actively	Nourish self-esteem
Personalise your language	Show the speaker how to improve

Before the meeting:

Find out who you are evaluating and which speech project they will be delivering. Contact your Speaker and ask them to send you the Project details and Evaluation form. Usually the VP Education will prompt this, but be prepared to if needed.

Familiarise yourself with the speech project.

Take a notebook and perhaps some small cards to the meeting so you can take notes during the speech and then prepare your evaluation.

Arrive slightly early at the meeting and:

Introduce yourself to the speaker.

Ask if there are any areas – in addition to those covered by the speech objectives – they would like you to pay particular attention to e.g. looking out for “umms”, or how they use gestures, if this was something highlighted in a previous evaluation.

Introducing the speech:

Before the speech, the General Evaluator will ask you to introduce the talk.

An example of what to include is:

“.....**Speaker's...name**..... will be delivering a speech from the**Pathway name**.....

He/she is on project**Level and Project name**.....

The **Objectives** of their speech are:

.....

.....

The **time** allotted for their speech is to minutes.” - *then hand back to the Toastmaster.*

During the speech:

Listen carefully to the speech, but keep focused on how it meets the Objectives.

Make brief notes – not to summarise the speech, but specific points you may include in your evaluation, with the odd quote if e.g. it illustrates use of language.

You may find it helpful to split your notes in to objectives e.g.:

- What I saw (body language, eye contact, use of the stage, etc.)
- What I heard (content, pace, vocal variety, etc.)
- What I felt (emotions inspired by the speech)

Another approach is: Content, Structure, Delivery.

➤ A Cheat sheet you may find useful is attached.

Structuring your evaluation:

It will distract others if you start scribbling in the meeting, so wait until the 20 minute break before the second half of the meeting to structure and re-write your notes!

When commenting, a 'sandwich' approach is helpful - recommendations (suggested areas to improve) are sandwiched between commendations (i.e. positive comments).

In summary, start on a very positive note, highlighting areas you felt worked well. Then give examples of aspects which didn't work so well, together with your suggested recommendations. Finish on a big positive point, ending things on a high.

If you organise your evaluation using e.g. "content", "structure" and "delivery", then try to package any recommendations by using the sandwich method for each section.

Try not to summarise the speech – your job is to evaluate the delivery – not recap it.

In closing, try to link back to the speech objectives and say to what extent you felt they were met.

However, remember you have only 2-3 minutes to give a lot of information, so focus in on the most helpful aspects of what you noted.

➤ 2 further Cheat sheets which you may find useful are attached.

How to phrase feedback:

Personalise your comments, but keep them specific to the speech e.g. "Amit's descriptions of his train journey were so vivid I felt I was sitting next to him!"

When making recommendations, focus on what may be done in future to improve, rather than criticising what was done - so instead of "John should have paused more", you would say "I would invite John to make more use of pauses in future".

And rather than "Marlene didn't look at the audience enough" you could say "I would encourage Marlene to work on her eye contact in her next speech".

You must also indicate areas for improvement, so the speaker will benefit fully.

However, early speech evaluations – particularly Ice Breakers – should be strongly biased to motivate and encourage, with may be just one gentle recommendation.

At the end of the meeting:

Discuss your feedback with the Speaker at the end of the meeting, or arrange to call them at a mutually convenient time, in case they need clarification, or have queries.

Complete the Evaluation Guide and give them the original, if you are keeping a copy.

➤ **During the speech - Notes Cheat sheet:**

- Circle + next to aspects of the speech that were positively noteworthy
- Circle – for aspects you would recommend for improvement
- Below, note the specific examples you heard and saw, to illustrate your commendations and recommendations.

What I saw:

- | | |
|--|---|
| + / - Stood at ease with confident body language | + / - Made sufficient eye contact with the audience |
| + / - Facial expressions conveyed emotions | + / - Gestures were meaningful and appropriate |

What I heard:

- | | |
|---|---|
| + / - Voice was clear and audible even at the back / above background noise | + / - Pace of speaking changed to match sections of content |
| + / - Main points were supported by examples | + / - Vocal variety added to the message |

What I felt:

- | | |
|--|--|
| + / - Opening captured the audience's attention | + / - Pauses were used effectively, where needed |
| + / - Humour was appropriate and supported the theme | + / - Closing was effective and memorable |

The things I really liked / enjoyed were:

.....

.....

.....

.....

Recommendations:

.....

.....

.....

The best thing was:.....

.....

Evaluation structure Cheat sheet 1 of 2:

Delivering your evaluation the preferred way of referring to the Speaker is in the third person – this depersonalises feedback while helping the whole audience feel engaged. For example, addressing the room as a whole you might say “I thought John used humour very effectively”.

This is not an Evaluation template, but an outline of things you may want to include:

- Mr Toastmaster, fellow Toastmasters, welcome guests, and most importantly,*Speaker's name*....., thank you for the talk you gave us this evening on

.....

- A reminder that the Objectives for*Speaker's name*..... Speech were:

.....

.....

-*Speaker's name*..... also asked me to look out for

.....

- Positives - I saw / felt / heard

.....

.....

- I noticed / The best suggestion(s) I can make to*Speaker's name*..... to enhance his/her / challenge him/herself preparing his/her next speech would be

.....

.....

- The part I really appreciated, however, was

.....

.....

- In summary (*finishing on a positive note*)

.....

I thank*Speaker's name*..... for sharing this topic with us, and look forward to their next talk!

➤ **Evaluation structure Cheat sheet 2 of 2:**

Delivering your evaluation the preferred way of referring to the Speaker is in the third person – this depersonalises feedback while helping the whole audience feel engaged. For example, addressing the room as a whole you might say “I thought John used humour very effectively”.

This is not an Evaluation template, but an outline of things you may want to include:

- It’s a pleasure to evaluate*Speaker’s name*..... talk about

.....

- I’ll remember*Speaker’s name*..... opening because

.....

I particularly liked

.....

.....

- I have 1/ 2 /3 recommendations I believe could make*Speaker’s name*..... future speeches even better - *give example of what saw/heard + suggestion to work on:*

1.

.....

2.

.....

3.

.....

OR:

- To challenge him/herself, I would invite / encourage*Speaker’s name*..... to think about / try / experiment in future with.....

.....

.....

However,*Speaker’s name*..... strongest point / ended strongly by

.....

.....

Thank you*Speaker’s name*..... .