

GENERAL EVALUATOR RESPONSIBILITIES

Items in italics can be spoken

I. DAY OF THE MEETING: Arrive 15 minutes early in order to:

- Match up the speakers with the evaluators
- Speaker #1 _____ will be evaluated by _____
- Speaker #2 _____ will be evaluated by _____
- Speaker #3 _____ will be evaluated by _____

Thank you very much, Madam/Mr. Toastmaster.

We have now come to the Evaluation portion of our meeting. This is an extremely important part of our meeting as it provides the speakers who gave prepared speeches tonight with instantaneous feedback from their fellow Toastmaster members. The purpose of the evaluation is to give both positive comments and suggestions for improvement. Hopefully, each speaker will feel encouraged by aspects of their speech that went well, and motivated to make their speeches even better for the next time.

My role as General Evaluator is to introduce the individual Evaluators for each speaker. I will also share some of my observations regarding the overall quality of the meeting.

Timing requirements are as follows: green light at two minutes, the yellow light at two minutes 30 seconds, and the red light on at three minutes.

Please welcome:

Toastmaster _____ to evaluate Toastmaster _____

Thank you, please welcome

Toastmaster _____ to evaluate Toastmaster _____

Thank you, please welcome

Toastmaster _____ to evaluate Toastmaster _____

Let's roll through our helper reports. Timer, please put 1 minute on the clock for each

report:

- *Timer _____, how did our evaluators do?*
- *Grammarian, _____ how did we do?*
- *Did you move your body with purpose? Let's hear from our Body Language Monitor, _____ how did we do?*

- *To count our um and ahs, please welcome our Ah counter,
_____ how did we do?*

Here is my general evaluation of the meeting – Timer – please put 2 minutes on the clock.

- *We opened at _____*
- *Speeches were _____*
- *Evaluations: _____*
- *Table Topics: _____*
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- *I really liked: _____*
- *Improvement could be made by: _____*