



SPEECH EVALUATOR Role

The Speech Evaluator is one of the most important roles in any Toastmasters meeting. It is a challenging role that offers real learning and growth for both the speaker and the evaluator. The ability to give quality evaluations is important many life situations including work, home, family, and interpersonal relationships.

Evaluation skills are covered in all Paths in Pathways. Some information is provided here. Please refer to the evaluation material in your Path for more complete coverage. Toastmasters' evaluations are based primarily on feedback. The evaluator gives the speaker information about what was observed. This helps the speaker to learn how they is being perceived.

Prior to the meeting:

- Make sure you are on the agenda on our website.
- Contact your speaker and discuss his or her objectives. Some information for this is available on the "Speech Evaluation Planning" link on the main menu.
- Obtain the evaluation form associated with the Path and Project or other form as appropriate.

At the beginning of the meeting:

- Try to arrive early in and check in with your speaker. Ask any last-minute questions.
- Review the speech objectives with the speaker.
- Select a seat where you will be able to both hear and see the speaker.

During the speech:

- Take notes when necessary but be careful not to put all of your focus on notetaking.
- Give the speaker the respect and attention you would want to receive.

Presenting your evaluation:

- Gear the evaluation to the level of the speaker.
- Include both positive feedback and constructive criticism.
- Seek a balance that favors positive remarks over negative.
- Use "I" messages when you give your feedback. "I" messages keep the focus on behaviors, not the person.

After the meeting, if possible, meet one on one with your speaker to discuss your observations. Ask the speaker if they need clarification or explanation on anything you said.

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