

Guide for Speech Evaluator

Like the General Evaluator, the Speech Evaluator is also a Teacher and a Mentor; but this time on a one-to-one level. As an evaluator, you are there for just one reason: to help the speaker learn and develop his or her public speaking skills.

There is plenty of help available with this. The requirements and objectives for each stage speech are set out in detail in each of the manuals. So is the way an evaluator is asked to approach the job and the points to be considered. In practice, there are three separate evaluations for each speaker. There is (a) a written evaluation and (b) a spoken one, both given by the assigned evaluator and (c) a very brief written comment from each member present.

- (a) Each stage speech in the manual includes a page to be filled in by the evaluator. It is usually quite detailed and may contain a dozen or so points to be commented on. It should be dated, and signed by the evaluator and is part of the speaker's record of progress in the club.
- (b) Time for the spoken evaluation is two minutes. This should begin and end on a positive note. Do not try to give a précis of the speech. This merely wastes time repeating what people have just heard. Do not attempt to read out the list of points from the manual – there simply is not time for this. Instead, select one or two things that showed the speaker's strengths, and suggest how greater use might be made of them, and one or two that could benefit from being worked on with the aim of improvement. Do not make negative comments like "you talk too fast". If possible, operate on a "show and tell" principle: e.g. "you would come across more effectively if you made better use of the pause and a bit more vocal variety; for example" – and here demonstrate what you mean.
- (c) The written evaluations from each member are quite brief. Again, the aim is to help the speaker and comments should be made with that in mind.

Before the meeting

Log on to www.d71.org and confirm the speech details. Confirm you will give the evaluation with a "thumbs up"

Contact the speaker. Confirm the stage number with them and the speech title. Check the speech time. Discuss the speech with them and ask if there is any particular point they want you to comment or advise on. Confirm your availability to the General Evaluator.

Procedure at the meeting follows.

Procedure for Speech Evaluator

Get the manual from the Speaker before the meeting starts.

Sit where you have a good view of the speaker, but not too close.

When the speaker is called begin your evaluation preparation.

General

Note how the speaker approaches the lectern.

Before starting, does the speaker acknowledge the Toastmaster and the audience?

If notes are used are they placed on the lectern or hand held?

How does the speaker look?

Is the speaker using gestures effectively?

Is the speaker using voice variation, pause, effectively?

If using notes, are they being well used?

Is the speaker maintaining good eye contact?

Did the speaker acknowledge the chair, in concluding.

Particular

Is the speaker meeting the stage objectives?

Have the manual open and note each point you are asked to comment on.

Giving the spoken evaluation

When called on come to the lectern.

Acknowledge the General Evaluator: address the audience, and the speaker.

Give your evaluation.

In conclusion; acknowledge the General Evaluator

Afterwards

Return the manual to the speaker and discuss the speech with them, especially any points either of you would like to go into in more detail than possible in the spoken evaluation.