

Script for General Evaluator

[Go to the lectern; shake hands with the Toastmaster]

Thank you, Mister/Madam Toastmaster, Fellow Toastmasters, and welcome Guests!

This is the evaluation portion of our meeting. First, we will hear Speech Evaluators give evaluations of today's prepared speeches. Then, I will give my general evaluation of the overall meeting.

Each Speech Evaluator will speak for 2 to 3 minutes.

Our first evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. [*Lead applause until Evaluator takes the lectern.*]

Our second evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. [*Lead applause until Evaluator takes the lectern.*]

Our third evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. [*Lead applause until Evaluator takes the lectern.*]

[Give your evaluation of the meeting. Make sure to include suggestions and encouragement]

Now I return the meeting control to Mister/Madam Toastmaster.

[Shake hands with the Toastmaster; go back to your seat]

Checklist for General Evaluator

A. Sergeant-at-Arms

- _ Was the room prepared? (flag displayed, gavel ready, timer equipment, ribbons, etc.)

B. Presiding Officer

- _ Did the meeting start on time?
- _ Were the guests welcomed?

C. Toastmaster

- _ Was introduction of the meeting theme brief and clear?
- _ Were the meeting roles explained (timer, grammarian, 'ah' counter, vote counter, posture bell)?
- _ Did the speech introductions include...
 - _ a brief biographical sketch?
 - _ the objectives of the speech?
 - _ the speech title and minutes?
- _ Did the TM lead applause and not leave the lectern "naked"?
- _ Did the segues between speeches show that the Toastmaster was listening?
- _ Will the meeting end on time?

D. Table Topics Master

- _ Did TT Master introduce the Table Topics' purposes and the time limits?
- _ Were the topics appropriate?
- _ Were members called on in the appropriate order (those with no role, then smaller roles, then larger roles)?
- _ Were guests invited to participate?

E. Table Topics Participants

- _ How has each speaker improved?
- _ Were any special techniques (rephrase, artful dodge) used?
- _ What, in terms of the *mechanics* of impromptu speaking, can be improved?

F. Evaluators

- _ Were there specific techniques employed {(3,2,1 method), (saw, felt, heard method), sandwich method, COD method}
- _ Did it begin on a positive note?
- _ Was at least one suggestion for improvement made?
- _ Were more than 3 suggestions made?
- _ Was encouragement added at the close?