After every prepared speech, the speaker receives an evaluation. After you have presented a few speeches, you will be asked to serve as an evaluator and will evaluate one of the prepared speeches at the meeting.

In addition to your oral evaluation, you will also give the speaker a written evaluation using the guide in the manual. The evaluation you present can make the difference between a worthwhile or a wasted speech for your speaker. The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. This requires that you be fully aware of the speaker's skill level, habits and mannerisms, as well as his or her progress to date.

If the speaker uses a technique (appropriated props) or some gesture or voice varieties that receives a good response from the audience, tell the speaker so he or she will be encouraged to use it again.

**PRIOR TO THE MEETING**

- REVIEW carefully the Effective Speech Evaluation manual which you received in your New Member Kit;

- During the week prior to the meeting, TALK with the speaker to find out the manual project he or she will be presenting. Review the goals of the speech and what the speaker hopes to achieve. Find out exactly which skills or techniques the speaker hopes to strengthen through the speech;

- EVALUATION requires careful preparation if the speaker is to benefit. Study the project objectives as well as the evaluation guide in the manual. Remember, the purpose of evaluation is to help people develop their speaking skills in various situations, including platform presentations, discussions, and meetings. Achievement equals the sum of ability and motivation. By actively listening and gently offering useful advice, you motivate members to work hard and improve. When you show the way to improvement, you have opened the door to strengthening their ability. You will notice that it is a great experience from which you will learn a great deal because listening is an art;
WHEN YOU ENTER THE MEETING ROOM

- LOOK for the speaker to get his or her manual and encourage him or her with a good word;

- MEET briefly with the general evaluator OR the toastmaster of the day to confirm the evaluation session format. Then confer with the speaker one last time to see if he or she has any specific things for you to watch for during the talk;

- SIT in a place where you will see entirely the speaker delivering his or her speech.

DURING THE MEETING

- RECORD your impressions of the speech in the manual, along with your answers to the evaluation questions. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best.
  Remember also : always leave the speaker with specific methods for improving;

- WHEN introduced, stand and give your oral evaluation (2 minutes);

- BEGIN and end your evaluation with a note of encouragement or praise. Though you may have written lengthy responses to manual evaluation questions, don't read the questions or your responses.

- DO NOT repeat the objectives; ONLY the personal ones asked by the speaker. Your oral evaluation time is limited (2 min). Don't try to cover too much in your talk - possibly 1 point on organization, 1 on delivery and 1 on attainment of purpose with a statement about the greatest asset and a suggestion for future improvement;

- The best way to evaluate properly is:
  ♦ first, thank the speaker and congratulate him or her for a great performance;
  ♦ second : mention a good point;
  ♦ third : add a point to improve by starting like - maybe you could - or maybe it could help you in the future if you would ... or my suggestion would be... and elaborate on your suggestions with the speaker IN PRIVATE, AT THE END OF THE MEETING ONLY; do not forget, you only have 2 minutes : it is short;
  ♦ fourth : end your evaluation with another praise;

Because it is your own evaluation, use I all the way; I liked your speech because... ; I think it would be a good idea ....

- PRAISE a successful speech and specifically tell why it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a wonderful smile, a good sense of humor, or a particularly effective voice variety. NEVER say it was a bad speech.
- BE CAREFUL: Don’t allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, **write it in his or her manual, but do not mention it aloud**. Give the speaker the deserved praise and tactful suggestions in the manner you would like to receive them when **YOU** are the speaker.

- AFTER the meeting, see the speaker **alone**, and elaborate on what you meant with a specific and personal improvement.

**AFTER THE MEETING**

Return the manual to the speaker. Add a verbal word of encouragement to the speaker, something that was not mentioned in the oral evaluation. Invite the speaker to have his manual initialled by the Vice-President Education.

The best advice would be to sit (a few weeks in advance) near a speech evaluator or a table topics evaluator and observe the way he or she operates. Then compare with your notes. An experienced member will be more than pleased to share with you his or her expertise.

For more information on how to evaluate, see your mentor.

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**Note: Also see the General Speech Evaluation Template**