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What I Saw			
What I Heard			
What I Felt			
How Was It Organized			

HANDY DANDY EVALUATION GUIDE

Developed by: Frank Poyet, DTM

OPENING: Give a very brief overall reaction to the speech. FIND SOMETHING ABOUT WHICH TO COMMENT POSITIVELY. Avoid going into detail. Try to be positive overall in this portion.

GOOD THINGS: Mention the things YOU think the speaker did well (eye contact, gestures, organization, vocal variety, use of notes, lectern presence, word selection, use of humor, etc.)

OBJECTIVES: Discuss how well YOU feel the speaker met his/her objectives. Cover the objectives successfully met first in order to use ones not fully met as transition into and as part of suggestions.

SUGGESTIONS: Offer suggestions for improvement. BE SURE TO ALWAYS WORD THEM IN A POSITIVE MANNER (i.e. "It might have been better if you - - -" or "You might want to try - - -". Rather than "You did this or that..." or "Your close was weak." Limit suggestions to no more than three at the most and concentrate on ones that can be incorporated in the next speech. Use written evaluation for more suggestions.

SUMMARY: Summarize YOUR reaction to the speech. Always be positive here. THIS IS NO PLACE FOR SUGGESTIONS. LEAVE THE SPEAKER THINKING THAT HE/SHE HAS ACCOMPLISHED SOMETHING.

FINAL SENTENCE: Prepare a final sentence that leaves the speaker on a "high". That last sentence will probably be the one point that will stick with the speaker the longest. Leave the speaker feeling good about himself/herself.

PERSONALIZE: THROUGHOUT THE EVALUATION, BE SURE TO CONVEY TO THE SPEAKER THE IDEA THAT THIS IS JUST YOUR REACTION. Use phrases such as: "I feel..." , "I think..."! "As I saw/heard you..." , "In my opinion..." , I suggest..." , "You might want to try..." , etc. AVOID MAKING STATEMENTS+ AS IF THEY WERE FACT RATHER THAN OPINION.

Evaluation can be an art; and a skilled evaluator can "massage" the Speaker's self-image while offering concrete suggestions for improvement. NO DUTY AT A TOASTMASTERS MEETING IS MORE IMPORTANT OR CAN HAVE A GREATER IMPACT ON THE TOASTMASTER OF THE FUTURE OF ANOTHER THAN THE EVALUATION.

FORMULA FOR AN EVALUATION

Perri Tiggeman, ATM and Phillip Cohen, ATMB

- **Opening Statement** (This is a mini-speech)
 - Grabs the audience and sets the tone for the evaluation

- **Assess the Structure of the Speech**
 - Organization, writing and flow
NOT CONTENT
 - Any specific objectives for this speech project

- **Assess the presentation skills**
 - Voice (timing, inflection, vocal variety)
 - Eye Contact
 - Gestures, use of space and posture
 - Nervousness
 - Use of notes
 - Use of visual aids
 - Any specific objectives for this speech project
 - Linguistics - how well did they convey the message
 - Relaxed? Rushed? Drawn out?

- **How to be more effective (ALWAYS include this!)**
 - Identify any concerns
 - Offer suggestions
 - Use positive phrases

- **Summary** ("In summary.....")
 - Restate what the speaker did well and what to do with a future speech, in one or two sentences.

- **Closing Statement**
 - Close it like a speech leaving the audience and presenter with something to remember

REMEMBER: These are your observations. Present in first person singular tense.

GENERAL EVALUATOR'S GUIDE

PRE-PLANNING

Did the meeting reflect advance planning, with assignments being filled and prepared prior to the start of the meeting?

BUSINESS SESSION

Did the meeting begin on time and proceed immediately with the orders of the day?

Did the business meeting proceed as prescribed with the various reports, call for unfinished and then new business? Were motions made prior to any discussion? To the best of your knowledge, was parliamentary procedure observed? In the business meeting, and in the rest of the meeting as well, did things proceed in an orderly way with a minimum of interruptions or cross-talk?

TOASTMASTER

Did the warm-up and introductions reflect adequate preparation? Did the toastmaster act as facilitator and genial host? In speaker introductions, did the toastmaster give the title of the speech, manual project number and objectives, as well as some brief personal data on the speaker? Did the toastmaster make smooth transitions between the speakers and between various other parts of the program' ?

TABLE TOPICS MASTER

Were the topics clear, concise and stimulating? Did the topicmaster make a special point of calling on those with no other assignments or light assignments, excluding speakers and other main meeting participants? Were guests encouraged to participate, without being pressured? Did the topicmaster remember his or her role as facilitator, refraining from commenting on the topics? Did the topicmaster avoid questions that might be embarrassing to the participants, either because they were inappropriate or because they pre-supposed knowledge that the speaker might not have?

TABLE TOPICS PARTICIPANTS

Generally speaking, did they respond appropriately to the questions? Were the responses enthusiastic and well delivered? Were they outstanding?

SPEAKERS

Were the speeches from the manuals? If not, why not? It is not the job of the General Evaluator to critique the speakers. Occasionally, however, their performance may be touched on while evaluating their evaluator.

INDIVIDUAL EVALUATORS

Were the evaluations encouraging, pointing out improvement & recognizing accomplishments? Did the evaluators give one or two specific and helpful suggestions for improvement? Did you feel that any significant point about a speech was overlooked by an evaluator?

TIMER

Was the timer prepared to give timing instructions (i.e.- procedures and times fromspeakers obtained In advance)? Were any timing events not completed? Were reports clear and concise, and given at the appropriate times?

GRAMMARIAN/ "AH" COUNTER/ WORDMASTER

Were duties explained? Did the "ah" counter's report seem accurate? Did. the grammarian point to any misuse of words, incorrect pronunciation, poor sentence structure or excellent use of the language?

Was the Word of the Day properly and clearly pronounced, spelled and used in a sentence? Was the word given one that would help with vocabulary-building, without being too easy or obscure? To the best of your knowledge, was the report accurate?

OTHER COMMENTS

FINALLY,

Does it look as if the meeting will finish on time? If not, why not?
