

## General Evaluator Checklist

The General Evaluator gives feedback to the meeting participants who have not already been evaluated. Here is the opportunity for the Toastmaster, Table Topics Master, Table Topics participants, and the Evaluators to receive feedback on how well they did and to hear suggestions on how to improve. The Timer, Ah Counter, and Grammarian are also there to help participants see how well they are doing in achieving their goals; call on them for their reports.

### A. *Presiding Officer*

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

### B. *Toastmaster*

- Were the meeting roles explained?
- Were guests given an opportunity to introduce themselves?
- Did the introductions include...
  - a brief biographical sketch?
  - the objectives of the speech?
  - the speech title?
- Were the transitions between speeches smooth?
- Did the segues between speeches show that the Toastmaster was listening?
- Will the meeting end on time?

### C. *Table Topics Master*

- Were the topics appropriate?
- Were the topics introduced in 1 minute or less?
- Were any special techniques (e.g., props, gestures) employed?
- Were members called on in the appropriate order (those with no role, then smaller roles, then larger roles)?
- Were guests invited to participate?

### D. *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?

### E. Evaluators

- Was the book report summary avoided?
- Was the 'sandwich' technique employed:
  - 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?

Just like a speech evaluation, the general evaluation should neither be a whitewash nor a scathing criticism, but should point out where the club could use some improvement and what we are doing well.

Your evaluation (10 mins):

1. Deliver your evaluation from/in front of the lectern (not from your seat).
2. Give constructive, balanced feedback. Talk about 1 or 2 things the role player did well and 1 or 2 points for improvement.
3. As General Evaluator you do not evaluate the main speeches. However, if you consider that a poor evaluation has been given, you may add your own observations to rectify this.
4. Focus on the above. Don't ramble, make jokes, and talk about your own experiences. No one is interested and it makes you seem nervous.
5. Be confident in your own opinion, i.e. don't try to be nice and "whitewash" by giving only praise. That is of no value to the club in maintaining club standards. If the role players have not performed well, you must say so. That is the only way they will be aware of improvements they need to make.
6. Make each evaluation a well structured mini speech using the skills you have learned. You are not evaluated at the meeting but you may be contacted later by the VPE who will give feedback on your performance.
7. As General Evaluator you may also award ribbons for Ice Breaker, Best Speaker, Best Evaluator, Most Improved Speaker, Most Improved Evaluator and Best Gestures, if, in your opinion, a member has shown outstanding progress.

How this role helps you:

1. This role will help you to enhance your listening skills and powers of observation.
2. You will practice making accurate evaluations. No time for indecisiveness.
3. You will deliver a well structured oral report to the members; thereby giving you practice in delivering a mini speech.
4. You can use it to advance your CL manual for the following projects:
  - a. Project 2 – Critical Thinking
  1. Project 3 – Giving Feedback
  2. Project 5 – Planning and Implementation
  3. Project 7 – Developing Your Facilitation Skills
  4. Project 8 – Motivating People
  5. Project 10 – Team Building