

HORSHAM CONSORTIUM Toastmasters Club #3600880  
GENERAL EVALUATOR'S WORKSHEET

Club property properly displayed?

Unnecessary distractions?

Meeting begin/end on time?

Each meeting segment begin/end on time?

**Program Participants**

Name, good/bad examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties.

Speaker evaluation for points missed by evaluator.

## GENERAL EVALUATOR

The general evaluator is just what the name implies -- an evaluator of anything and everything that takes place throughout the meeting. The responsibilities are large, but so are the rewards. The general evaluator is responsible to the Toastmaster who will introduce you; at the conclusion of the evaluation segment of the meeting, you will return control to him or her. You are responsible for the evaluation team, which consists of the timer, grammarian, ah counter, and Table Topics evaluator if your Club has one. The usual procedure is to have one evaluator for each major speaker, but this is not necessary. You are free to set up any procedure you wish, but each evaluation should be brief, yet complete. Methods for conducting the evaluation sessions are limitless.

***Prior to the meeting*** - Check with the Toastmaster to find out how the program will be conducted and if there are any planned deviations from the usual meeting format. Remember, always be ready when the meeting starts.

Call all of the evaluators to brief them on their job and to tell them whom they're evaluating and what evaluation format you will be using. Suggest each evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual for the speech.

During the briefing, emphasize that evaluation is a positive, helping act. As conscientious Toastmasters, their goal must be to help fellow Toastmasters develop their skills. Emphasize that evaluations should preserve or at least enhance the self-esteem of the speaker.

Call the remaining members of the evaluation team to remind them of their assignments.

Prepare a brief but thorough talk on the purpose, techniques, and benefits of evaluation (for the benefit of the guests). Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.

Download the General Evaluator's Worksheet from the Member Downloads section of the club's Free Toast Host system and print it out.

***Upon arrival at the meeting*** - Ensure the individual evaluators have the speaker's manual and understand the project objectives and how to evaluate it.

Greet all evaluators who are present. If an evaluator is not present, consult with the Vice President Education and arrange for a substitute.

Verify each speaker's time and notify the timer.

Sit near the back of the room to allow yourself full view of the meeting and its participants.

**During the meeting** - Take notes on everything that happens (or doesn't but should). For example: Is the Club's property (trophies, banner, educational material, etc.) properly displayed? If not, why? Were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting, and each segment of it, begin and end on time?

Cover each participant on the program. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Remember, you are not to reevaluate the speakers, though you may wish to add something that the evaluator may have missed.

Before Table Topics, you will be asked to stand and brief the audience on your team's means and methods of evaluation. Describe what way and how your team will handle evaluations.

Identify the grammarian, ah counter, and timer. Have these members briefly state the purpose of their jobs.

Request the "Word of the Day," if your Club has one, from the grammarian.

When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.

If the Toastmaster neglected to call for the timer's report and vote for "Best Speaker" (if your Club has this award), do it before individual evaluations are given.

Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

Source: Toastmasters International Communication and Leadership Program, Catalog No. 225, pp. 74, 75.