



General Evaluator

Intro Script

“As General Evaluator for this meeting, it is my duty to introduce our evaluators. Further, I have observed the meeting and I will be offering general feedback, comments and suggestions on the meeting as a whole as well as providing feedback to our evaluators.” (See full script example below.)

Before the Meeting

- Email the evaluators for their theme- related response which you might use to introduce them.
- Review the General Evaluator script and checklist.
- Familiarize yourself with the speeches for the evening and the evaluators.

Role Supplies

- General Evaluator Script
- General Evaluator Checklist
- Pen

During the Meeting

- Use the attached checklist to keep track of the meeting. This is just a guideline with suggestions on things to consider. Feel free to add anything you feel is relevant. You do not need to comment on every item listed.
 - Provide your role description when called upon by the Toastmaster. You may use the script above or adjust it to fit the meeting. You will be introduced in the second half of the meeting after Table Topics.
 - Introduce each Evaluator.
 - Ask the Timer if all evaluators kept to their time. Then ask for 60 seconds on the clock to vote for Best Evaluator.
 - Ask for a functionary report from the Grammarian. Remind the Grammarian to limit their report to 1-3 items of note.
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- Ask Ah Counter to pass around the tally sheet. The Ah Counter does not give a functionary report.
- Give your own report of the meeting. Provide feedback on the meeting. Keep it constructive and balanced. Talk about 1-2 things done well and 1-2 points for improvement.
- 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. Every evaluator should provide at least one opportunity for growth to their speaker.

Tips

- Choose an aisle seat, preferably at the front of the room for a smooth and quick entrance and exit.
- Refer to your notes as needed. However, work on presenting your feedback as a mini speech using the skills you have learned.
- Be confident in your own opinion. Do not only say the positive. It is of no value to the club. Constructive, well thought out advice for improvement will help create a better experience for everyone.

GENERAL EVALUATOR SCRIPT

Introduction

Explain role; you can word it anyway you like, but an example is:

As General Evaluator for this meeting, it is my duty to introduce our evaluators. Further, I have observed the meeting and I will be offering general feedback, comments and suggestions on the meeting as well as providing feedback to our evaluators.

(You have a minimum of 30 seconds to a maximum of 1 minute for this.)

Then introduce the three evaluators:

Our first evaluator is ... who will be reviewing ...'s speech. ... says...(Intro) Please help me to welcome



Our next evaluator is ..., who will be evaluating ...'s speech. ... says...(Intro) Please help me to welcome

Our last evaluator is ..., who will be evaluating ...'s speech. ... says...(Intro) 0 Please help me to welcome

Now that all evaluators have spoken, could I get a Timer's report? Did all evaluators keep to their time? Timer please give us 60 seconds on the clock to vote for the Best Evaluator. Please use the tear off on the yellow slip to vote. Our Sergeant-at-Arms will come around to collect these.

Now for our Grammarian's report. Grammarian, please give us 1-3 examples of notable word usage.

Last but not least, my General Evaluator report for our meeting as a whole.

(Provide feedback. See checklist below.)

This concludes my role as General Evaluator. With that I'll pass you back to our Toastmaster... (or Closing Inspiration)

GENERAL EVALUATOR CHECKLIST

The General Evaluator is just as the name implies- an evaluator of anything and everything that takes place throughout the meeting. This includes giving 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. Here are some things to consider when providing your evaluation:

Before the Meeting

- Did people arrive on time?
- Was the room prepared?
- Did we have a hard time filling roles this week?

During the Meeting

- Did anyone speak out of turn?



- Were handshakes and introductions appropriate?
- Was control always maintained at the podium?

Presiding Officer

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

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?

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?

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?

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.

