



# Speech Evaluator

*The Speech Evaluator is responsible for providing motivation and useful feedback to help Toastmasters develop their speaking and leadership skills. By actively listening, providing reinforcement for their strengths and gently offering advice, you inspire members to work hard and you lead them down the path towards achieving their goals.*

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**Speaking**



**Arrive by**

**5:50PM**

**Leadership**



**Speaking Time**

**2-3 min**

**Organization**



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## Before the meeting

- When you arrive at the meeting, speak briefly with the general evaluator to confirm the evaluation session format,
- Retrieve the speech evaluation form from the speaker,
- Talk with the speaker you've been assigned to evaluate and find out which Pathways speech project they will present. Review the project goals and what the speaker hopes to achieve.

## During the meeting

- Read the evaluation objectives specified on the form when asked by the Toastmaster. **Do not announce the speaker's name - that's the Toastmaster's job,**
- During the speech, record your impressions on the form, along with your answers to the evaluation questions,
- Deliver your evaluation when introduced by the General Evaluator:
  - Address the audience and the speaker you will evaluate,
  - Begin and end your evaluation with a note of encouragement or praise,
  - Commend a successful speech or leadership assignment and describe specifically how it was successful,
  - Don't allow the speaker to remain unaware of a valuable asset such as a smile or a sense of humor. Likewise, don't permit the speaker to remain ignorant of a serious fault: if it is personal, write it but don't mention it aloud. Give the speaker deserved praise and tactful suggestions in the manner you would like to receive them.

## The Value of Evaluations

By giving feedback, you are personally contributing to your fellow member's improvement. Preparing and presenting evaluations is also an opportunity for you to practice your listening, critical thinking, feedback and motivation skills. And when the time comes to receive feedback, you'll have a better understanding of the process.

## After the meeting

- Return the form to the speaker,
- Add another word of encouragement and answer any questions the speaker may have.



- Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best,

- Always provide specific methods for improving and present them in a positive manner,
- Give suggestions, not obligations. Avoid saying you should or you must. Instead use phrases like I think or I would have liked.
- Avoid making a positive comment and then using a but.
- Limit your oral evaluation to about three points. You do not need to say everything that is on the evaluation sheet.
- Conclude discussion of each function with praise or congratulations.

## Evaluation Points To Consider

- Voice: loudness, confidence, variety
- Body language
- Gestures
- Eye contact & audience engagement
- Does the speaker engage the whole audience, even those to the sides?
- Speech structure: clear intro, thesis, body and conclusion
- Clear language
- Persuasive skill
- Humour
- Speaking style
- Was the speech tailored to the audience's interests and understanding?
- Was the speaker well-prepared
- Proper sourcing and evidence to support arguments, if applicable
- Quality of slide presentation, if applicable

## Resources

- Effective Evaluation:  
<http://www.toastmasters.org/-/media/files/department-documents/education-documents/202-effective-evaluation.ashx>