



## General Evaluator Role and Responsibilities

### I. Before the Meeting

- ❖ Liaise with the Toastmaster of the evening and participate in encouraging members to sign up as evaluators
- ❖ If necessary, brief them on their roles
- ❖ Prepare a brief explanation on your role as a general evaluator (see below).

### II. At the Meeting

- ❖ Verify the presence of the evaluators and helpers. Arrange with Toastmaster for last minute substitutes if required. Help the Toastmaster brief the other roles such as time-keeper, Grammarian and stumble catcher as they all give evaluations and feedback
- ❖ Ensure the individual evaluators have downloaded the necessary information from Pathways or have the speaker's Competent Communicator manual

### 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?
  - objectives of the speech?
  - speech title?
- Were the transitions between speeches smooth?
- Did the links 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?



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- Were members called on in the appropriate order (somebody with experience who can demonstrate what is required, then a member 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 used? (eg:rephrase, artful dodge)
- What, in terms of the *mechanics* of impromptu speaking, can be improved?

### E. Evaluators

- ABC technique? Did the evaluator **Accentuate** the positive, suggest **Better options for improvement** and **Congratulate** and/or **Conclude**.
- Was the tone positive, and appropriate for the experience level of the speaker?

### F. Timer, Ah Counter, Grammarian, Wordmaster

- Were the timing limits observed? Were the reports helpful, smooth, audible, and positive?

### G. Fun

- Did everyone seem to enjoy the meeting? Did you enjoy it? What was the atmosphere?

Just like a speech evaluation, the General Evaluation should neither be a whitewash nor a scathing criticism and should point out where the club could use some improvement and what we are doing well for continuous improvement 😊

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