

# Evaluator

People join Toastmasters to improve their **speaking and leadership skills**, and these skills are improved with the help of evaluations. Members complete Pathways projects and you may be asked to evaluate their work. You will provide both **verbal and written evaluations** using the evaluation resource provided by the speaker or the General Evaluator. For most Pathways projects, you'll give a **written and a verbal evaluation**.



For non-Pathways presentations, sometimes verbal evaluations are given during the meeting and sometimes they are given privately, after the meeting. **Check with the General Evaluator (GE)** or the Toastmaster if you're not sure what is required.

Several days before the meeting, talk with the speaker you've been assigned to evaluate and find out which Pathway project they will present. Review the project objectives and what the speaker hopes to achieve.

**Evaluation requires careful preparation** if the speaker is to benefit. Study the evaluation resource. Remember, the purpose of evaluation is to **help people develop their speaking or leadership skills in various situations**. By actively listening, providing reinforcement for their strengths and gently offering useful advice, you motivate members to work hard and improve.

When you show the way to improvement, you've opened the door to strengthening their ability.

When you arrive at the meeting, speak briefly with the general evaluator to confirm the evaluation format.

On the evaluation resource, record saw, heard and felt along with your answers to the evaluation questions. Be as objective as possible. Always provide specific methods for improving and present them in a positive and motivational manner.

If you're giving a verbal evaluation, stand and speak when introduced. Though you may have written lengthy responses to manual evaluation questions, don't read all of the questions or your responses. Your verbal evaluation time is limited. Don't try to cover too much in your talk; two or three points is plenty.

Begin and end your evaluation with a note of encouragement or praise. Commend a successful speech 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 humour. 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 same manner that you would like to receive them.

After the meeting, give the written evaluation to the speaker. Feel free to give additional words of encouragement and answer any questions they may have.

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

Here are some commonly used evaluation methods:

1. What you heard, what you saw and what you felt
2. Content, Preparation and Delivery  
Content is the ideas, words, information and transitions  
Preparation is how the speaker organized the content  
Delivery is the visual aids, the body language and vocal variety
3. What I liked, Growth Opportunity, What I loved.
4. The “Sandwich” method. A growth point sandwiched between 2 commendations.