

OTHER INFORMATION SOURCES

- Effective Speech Evaluation manual

BEFORE THE SPEECH:

Contact the General Evaluator and find out which Speaker you are assigned to evaluate.

Contact your Speaker to:

1. Confirm Speaker's commitment to speak and remind Speaker of cancellation responsibilities.
2. Confirm manual assignment name and number.
3. Confirm speech number (this may differ from Manual assignment number).
4. Confirm speech title.
5. Confirm speech time length.
6. Ask Speaker for any personal objectives: Any specific areas the Speaker is working on that he/she would like to have observed and commented on (e.g., volume, pitch, hand gestures, body language, eye contact, audience rapport).
7. If possible, obtain a copy of the Speaker's speech outline, notes, or script. (Write comments re: content prior to the meeting.)
8. Remind Speaker to bring their manual with them so you record in it during their speech.
9. Remind the Speaker to take off the Toastmasters badge before speaking, and to shake the Toastmaster's hand confidently both before and after the speech.

Read the entire Manual assignment for your Speaker, and become very familiar with the Evaluation criteria on the Evaluation page, as well as the Speech Objectives in the margin on page one of the assignment.

ON SPEECH NIGHT

- Be sure to bring pen and note pad to record Evaluation notes
- Obtain the Speaker's Manual, and write the Speech Title, your name as Evaluator, and date at the top of the first page of the Manual Assignment - before the meeting begins.
- Discuss personal objectives with Speaker before meeting begins and encourage the Speaker to relax and feel confident.
- Sit close to the front of the room so that you can get a good view of your Speaker, and hear him or her clearly.

BEFORE THE SPEAKER SPEAKS - ANNOUNCING THE OBJECTIVES

- Be ready to recite the Speech objectives when called upon to do so by the General Evaluator.
Note: Do NOT reveal the identity of the speaker. Let the Toastmaster do this.

WHILE THE SPEAKER SPEAKS - TAKING NOTES

- Keeping in mind the speech objectives, take notes on each item of the speech that got your attention. You do NOT have to restrict yourself only to the objectives.

AFTER THE SPEAKER SPEAKS - CREATING THE EVALUATION

- After all of the Speakers finish, go into the back room at the YMCA and re-write your notes in legible form during the break.
- Prepare Evaluation using the sandwich approach – if possible, start by making 3 positive comments, then 3 constructive criticisms, then 3 more positive points. Be sure to include suggestions on how to overcome constructive criticisms.
- If possible, restate specific words or phrases used by the speaker that you think are commendable.
- Try to focus main thrust of your Evaluation on the specific Objectives of Speech – INCLUDING the Speaker's personal objectives.

GIVING THE EVALUATION

Note: The primary purpose of the Evaluation is to impart useful information to the Speaker. So, to ensure that nothing is overlooked or forgotten, it is completely acceptable to use notes and the lectern when giving the Evaluation. Just as in planned speeches, as you give more evaluations, you may want to use notes less and less during the presentation.

- When you get up to speak, warmly and firmly shake the Toastmaster's hand.
- Always direct your comments to the Speaker, and keep comments focused on the Speaker – it's about the Speaker, it's not about you!
- At the end of your speech:
 - Do **not** say "thank you" to the audience, On the contrary, the Toastmaster (on behalf of all of us in the audience) will, thank you as the Speaker.
 - Warmly and firmly shake the Toastmaster's hand.

COMPLETING THE EVALUATION

- Complete the written evaluation contained in the Speaker's manual.

AFTER THE MEETING

- Discuss with the Speaker any points that are more appropriate to discuss privately.
- Return the Speaker's Manual.
- Remind the Speaker to have the VP-Education sign the back of the Manual.