

General Evaluator Checklist – Day Club

_____ Check to see if all evaluators are present:

- _____ – Ah Counter
- _____ – Grammarian
- _____ – Word Master
- _____ – Timer
- _____ – Evaluator of Speech #1
- _____ – Evaluator of Speech #2
- _____ – Evaluator of Speech #3

_____ When called upon by the TMODE, walk to the lectern, shake TMODE's hand, then face the audience and describe the purpose of the evaluation portion of the program:

Evaluation, or feedback, is the heart of the Toastmasters education program. People join Toastmasters in order to improve their speaking skills and that can only happen when we give and receive constructive evaluations that focus on the good things the speaker has done and point out the things which can be improved. Good evaluations are based on the Evaluator's understanding of the objectives of the particular speech as indicated in the speaker's manual. Preparing and presenting evaluations is also an opportunity for us to practice our listening, critical thinking, feedback and motivation skills.

_____ Call on _____ to evaluate the first speaker, _____, who delivered her Project # _____

_____ Call on _____ to evaluate the first speaker, _____, who delivered her Project # _____

_____ Call on _____ to evaluate the first speaker, _____, who delivered her Project # _____

_____ Call on _____ to deliver the Ah Counter's report.

_____ Call on _____ to deliver the Grammarian's report.

_____ Call on _____ to deliver the Word Master's report.

_____ Call on _____ to deliver the Timer's report.

_____ Deliver the General Evaluation of the meeting.

* You should evaluate things such as, did the meeting start on time; was the room properly set up for the meeting (tables, chairs, equipment, etc.);

* How well did evaluators cover the speakers (give examples of positive feedback the evaluators used; how can evaluators improve;

Eval #1: _____

Eval #2: _____

Eval #3: _____

* What about the Grammarian; what about the Timer;

* Are we going to end on time; etc.

When done, say, "Thank you, everyone. Now I return control of the meeting back to the Toastmaster of the Day." ■