

Evaluations

When evaluating a presentation, the following principle must always be borne in mind;

The Toastmasters International program for Communication & Leadership is not about making people perfect, it is about people becoming better communicators and leaders than when they first joined.

As an evaluator you must therefore ensure that your evaluation is helpful, positive and constructive in order to motivate, help and build. The speaker invests a lot of time and effort in preparing a speech. The speaker, like yourself, is doing this for communication & leadership development.

Toastmasters is about creating an environment where group support is the key to developing confident speakers.

Your evaluation should therefore be treated as the most important part of the Toastmasters' program. Your evaluation must therefore also be thoughtfully prepared and presented.

Criteria to be an evaluator

- Read "Effective Speech Evaluation" manual (Part of your starter kit)
- Speak with the club's VPE about evaluation process.
- Attend three to four club meetings where others give evaluations
- Give one or two speeches yourself.

Preparation

Read the speech project.
Use the evaluation guide
Communicate with speaker before the speech

- Understand the purpose and the objectives required
- It is the basis for your oral presentation.
- Know what the speaker intends, etc, so that you can deal with it constructively.
- You can also help the speaker before the speech by making suggestions to him/her.

The Evaluation

<u>During the speech ;</u>	<u>Presentation ;</u>	<u>Conclusion ;</u>
<ul style="list-style-type: none">• Pay attention from beginning to end.• Listen carefully.• Watch the speaker closely.• Make notes.	<ul style="list-style-type: none">• Select important points and elaborate on them.• Be honest.• Be specific.	<ul style="list-style-type: none">• Ensure that you have helped the speaker build self-esteem & self-confidence.• Find something that affected you in a positive way and comment on it.

Lastly, as an evaluator, be aware of the following ;

Your delivery - How you say it

Your conclusion

Follow up with the speaker and with the members of the club.