

Some notes about Evaluations

By Jim Robison, 2/3/2011

Before . . .

- What is the speaker learning?
 - What is their current level?
 - What are the project objectives?
 - What do they want to focus on for improving?

Before the speech, talk with the speaker about particular issues they want you to watch for in the speech.

. . . During . . .

- Listen & watch
- Take notes of...
 - Effectiveness of technique
 - Strengths as a presenter
 - Meeting the objectives
 - Points that could be improved

Strengths are those skills that help a speaker be effective. Identifying strengths is important to building strong presentations.

. . . Consider . . .

- This is how YOU see the speech.
 - Don't think of "Right" or "Wrong" just think of how it affected you.
 - Were you able to follow the speech and understand the speaker's purpose?
 - What is one change that would have made a significant improvement to the speech?

. . . Your oral evaluation

- Be Supportive
 - Point out the speakers strengths
 - Mention notable progress or improvements
 - Use positive language
- Be Honest
 - The purpose is to improve. Note if the objectives of the speech were met.
- Be helpful
 - Give a specific recommendation for improvement
- End with a positive encouragement towards their next speech.

Toastmasters seek continual improvement over time. Focus on one specific recommendation to improve for the next speech.

. . . after

- Provide accurate notes in the manual evaluation.
- Follow up with the speaker to ensure that recommendations and positive feedback are understood.

A speaker should leave motivated to prepare an even better speech for their next opportunity.