

Script for General Evaluator

[Go to the lectern; shake hands with the Toastmaster]

Mr./Madam Toastmaster, Fellow Toastmasters, and welcome Guests!

This is the evaluation portion of our meeting. First, we will hear Speech Evaluators give evaluations of today's prepared speeches. Then, I will give my general evaluation of the overall meeting.

Each Speech Evaluator will speak for 2 to 3 minutes.

Our first evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. *[Lead applause until Evaluator takes the lectern.]*

Our second evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. *[Lead applause until Evaluator takes the lectern.]*

Our third evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. *[Lead applause until Evaluator takes the lectern.]*

Our fourth evaluator is _____, evaluating _____'s speech, "_____."

Please help me welcome _____. *[Lead applause until Evaluator takes the lectern.]*

Now I return the meeting control to Mister/Madam Toastmaster.

[Shake hands with the Toastmaster; go back to your seat]

Checklist for General Evaluator

A. Sergeant-at-Arms

- ☐ Was the room prepared? (flag displayed, gavel ready, timer equipment, ribbons, etc.)

B. Presiding Officer

- ☐ Did the meeting start on time?
- ☐ Were the guests welcomed?

C. Toastmaster

- ☐ Was introduction of the meeting theme brief and clear?
- ☐ Were the meeting roles explained (timer, grammarian, wizard of ahs, camera operator)?
- ☐ Did the speech introductions include...
 - a brief biographical sketch?
 - the objectives of the speech?
 - the speech title and minutes?
- ☐ Did the TM lead applause and not leave the lectern "naked"?
- ☐ Did the segues between speeches show that the Toastmaster was listening?
- ☐ Will the meeting end on time?

D. Table Topics Master

- ☐ Did TT Master introduce the Table Topics' purposes and the time limits?
- ☐ Were the topics appropriate?
- ☐ Were any special techniques (e.g., props, gestures) employed?
- ☐ Were members called on in the appropriate order (those with no role, then smaller roles, then larger roles)?
- ☐ Were guests invited to participate?

E. Table Topics Participants

- ☐ How has each speaker improved?
- ☐ Were any special techniques (rephrase, artful dodge) used?
- ☐ What, in terms of the *mechanics* of impromptu speaking, can be improved?

F. Evaluators

- ☐ Was the book report summary avoided?
- ☐ Was the 'sandwich' technique employed:
 - Did it begin on a positive note?
 - Was at least one suggestion for improvement made?
 - Were more than 3 suggestions made?
 - Was encouragement added at the close?