

## **GENERAL EVALUTOR GUIDE**

### **Overview**

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the speech evaluators, Ah Counter, Grammarian, and Timer.

Here are some of the things to look for when you are the General Evaluator:

### **START**

Did the meeting start on time? Was the opening handled smoothly?

### **BUSINESS**

Run smoothly or did it drag? Was the agenda followed?

### **GUESTS**

Did members welcome guests and new members?

### **SPEAKERS**

Were the speakers prepared? What did you like about the speeches? (Remember to keep this brief, as you should be focusing more on how the *evaluators* did.)

### **EVALUATORS**

Did the evaluator **A**cknowledge the positive, suggest something to do **B**etter or differently and **C**ongratulate and **C**onclude (**ABC**)? Was the tone positive, and appropriate for the experience level of the speaker? What did you like about the evaluations? What could the evaluators have done differently?

### **TABLE TOPICS**

Were topics appropriate? What were the highlights? Did the Table Topics Master call on members who did not have speaking roles? Acknowledge and praise any guest participation.

### **OVERALL TONE**

Did everyone seem to enjoy the meeting? Did you enjoy it?

### **MISCELLANOUS**

Other observations and comments

=====

### **At the Meeting**

#### **A. Before start of meeting**

1. Verify the presence of the evaluators and helpers. Arrange with Toastmaster for last minute substitutes if required.
2. Ensure the individual evaluators have the speaker's manual.

#### **B. After start of meeting**

1. When the Toastmaster calls you to describe your role, you may state the following:

*My role is to evaluate the meeting in general. I will call for reports from the Speech Evaluators, Timer, Grammarian, and Ah Counter. Then, I will comment on the quality of the evaluations given by the evaluators of the prepared speeches and Table Topics.*

=====

## **GENERAL EVALUATOR SCRIPT**

Good evening fellow toastmasters and honored guests.

I will conduct the evaluation portion of our meeting. I will be calling on a team to assist me with giving feedback to our speakers and I will evaluate the meeting, as well.

### **Evaluator Reports**

Help me welcome [evaluator #1] \_\_\_\_\_ to evaluate the speech given by [speaker #1] \_\_\_\_\_

*[Lead the applause; shake hands as you turn control of the lectern to the evaluator.]*

*[When the evaluator completes the evaluation, return to the lectern and shake hands with the evaluator as he returns to his seat.]*

*[Say a sentence or two to acknowledge the evaluation.]*

Help me welcome [evaluator #2] \_\_\_\_\_ to evaluate the speech given by [speaker #2] \_\_\_\_\_

*[See directions following evaluator #1. Repeat for as many evaluators as speakers]*

### **Role Reports**

Moving on to the role reports, we'll first hear from the **Grammarian** \_\_\_\_\_ who's been listening for good uses of grammar, points of improvement, and tracking our use of the word of the day \_\_\_\_\_.

Next we'll hear from the **Ah Counter** \_\_\_\_\_ who has been tracking the use of verbal pauses – those ah's and um's we say while thinking of the next thing to say. These verbal pauses distract our audience from the message of our speech.

It is important to get your message across in the allowed time, and for the meeting to run according to schedule. Our **Timer**, \_\_\_\_\_, will now report on how we've done with the time.

Now I have a few comments on the meeting as a whole. *[Elaborate based on the subjects listed on the previous page.]*

That concludes the general evaluation segment. Let's welcome back our Toastmaster \_\_\_\_\_ *[Lead the applause.]*