



Speech Evaluator

Time allocation: 2-3 minutes

The Speech Evaluator is one of the most important roles in a club meeting. This is the opportunity for both the speaker and audience to learn how to improve, and what they should continue to do in order to grow as a competent speaker.

The written and video lessons on the Pathways website will give you some insight into this assignment and you will find a general outline of the role here too.

Toastmasters uses a process referred to as the PIP Method- Praise, Improvement, Praise. You will want to be as specific as you can about what was done well, what can be improved and why. If you have a suggestion of how something can be improved, please provide it!

The general structure of the evaluation have 5 basic parts as follows:

1. What is the purpose of this speech?
2. What did the speaker do well?
 - a. Be specific.
 - b. What was good about it?
3. What could the speaker do better? **A maximum of 2 points**
 - a. Be specific.
 - b. How could they do better?
4. What else did the speaker do well?
 - a. Be specific.
 - b. What was good about it?
5. Conclusion.
– PRAISE – IMPROVEMENT – PRAISE -

Your role as a Speech Evaluator is to listen and watch carefully to your allocated speaker, providing both a verbal 2-3 minute evaluation **and** written evaluation via the form (which is provided to you from the speaker or Vice President of Education).

Before the meeting:

1. Check with the speaker to identify any specific areas they wish to receive feedback (eg. Use of voice, speech structure, confidence, etc).
2. Read the objective of the speech and find the criteria you should be looking at for this specific speech (for example, a speech may be focusing on the use of gestures – this should be your focus too).

At the meeting:

1. Provide encouraging support to the speaker you have been allocated, you are on their side!!
2. During the Prepared Speech section, you may be asked by the Toastmaster to read the speech objective, this is found on the evaluation form.

During the speech:

1. Take notes on what you see and hear the speaker doing well on, and also what they can improve on.
2. Pay attention to the speech objectives, your opinions and the desires of the speaker.

After the speech:

1. Organise your notes into a PIP formula to share verbally (2-3 minutes).
2. Complete the evaluation form to be given/sent to the speaker after the meeting.

Your Verbal Evaluation

This is a mini-speech and a leadership role. There are three main points to keep in mind:

1. Everyone has something they did well and something they can improve on. Be motivational, encouraging and helpful!
2. The feedback you are offering is for everyone, not just the speaker. As such, instead of using “you”, use the speakers name and appropriate pronoun (he, she, they). For example “I was impressed with how Allison used her voice to take me on a journey”
3. Nothing you have to say is hurtful - Sometimes people new to evaluating don't give the improvement piece because they don't want to 'upset' someone – but this isn't negative feedback. All feedback is helpful!

Things to look for

- VISUAL ASPECTS
 - Such as appearance, stance, facial expressions, eye contact, hand gestures and body language.
- VOCAL ASPECTS
 - Such as vocal variety, volume, pitch, pace, pauses.
- MANNER
 - Enthusiastic, confident, direct, practised.
- STRUCTURE
 - Did the speech have a good opening, related conclusion?
 - **Do not comment on the content of the speech (as in a review of what was said).**
 - Was it clear and organised?
- EFFECTIVENESS
 - Was it interesting, did it hold people's attention?
- LANGUAGE
 - Good use of language, alliteration, and word pictures.
- HUMOUR
 - Comment on the use of it (if applicable).

General Tips for Evaluators

Use expressions such as: - “Mary's strengths as a speaker”...”Mary's skill....”, or “I would suggest that Mary practise...”.

ALWAYS finish each evaluation with a positive point, even a thank you for enlightening remarks or entertainment.

WHAT DOES THE SPEAKER WANT TO HEAR FROM AN EVALUATOR?

1. What impression did I make?
2. Did I achieve my objectives?
3. Do I feel encouraged to go on speaking?
4. How do I improve from here?

AN EFFECTIVE EVALUATION:

- Shows that you care
- Suits the evaluation to the speaker
- Learns speaker's objectives
- Listens actively
- Gives positive reinforcement
- Builds a motivational climate
- Personalises your language (use examples such as “my reaction was”..., “It appeared to me”...or “I felt that”.
- Evaluates behaviour – not the person
- Nourishes the speakers self-esteem
- Shows the speaker how to improve