



# Table Topics Evaluator

**Time allocation: 3 minutes (approx. 30-40 seconds per evaluation)**

The Table Topics Evaluator is a leadership role which provides feedback not just to the Table Topic speakers, but to everyone. It is important to stay attuned to what the speaker is doing well and what they can improve on during their mini speech.

As Table Topics evaluator, your job is not to recap the mini-speech, but provide feedback about it. Toastmasters uses the PIP method – Praise, Improvement, Praise - in that order.

It is recommended that while you are listening to each Table Topics speech you are evaluating, write down (quickly) the following - 2 things they have done well, 1 thing to improve on and 1 suggestion for improvement.

It's always great when you give the feedback from your point of view to explain WHY... for example – *“John was looking up toward the ceiling a lot and this distracted me. I would suggest he maintain eye contact and simply pause when gathering his thoughts”*.

One last thing- you may have noticed that evaluations are always ABOUT the speaker, not TO the speaker. So use either names or pronouns (John, he, etc) instead of YOU. Eye contact goes to everyone, not just the speaker you are evaluating.

This is a great leadership role because whilst you may be giving feedback to one person, everyone is learning.

Remember – you'll have 3-5 people to evaluate, so this is about 40 seconds each.



## Some things to focus on:

Structure of speech

Facial expressions

Use of space

Use of humour

Use of time (over/under)

Volume

Use of voice

Engagement with the audience

Gestures

Speed/pace

Clarity of thought

**Have fun!**