



SAFRA TOASTMASTERS CLUB

PROJECT EVALUATOR CHECKLIST OF DUTIES

Before the meeting

- ❖ Review the Effective Speech Evaluation Manual
- ❖ Talk with the speaker to find out the project he/she will be presenting. Review their goals and what they hope to achieve. Find out the skills /techniques they would like to polish up on.
- ❖ Study the project objectives and evaluation guide in the manual. Remember that the purpose of evaluation is to help the speakers develop their speaking skills.

During the meeting

- ❖ Record your impressions of the speech in the manual along with your answers to the evaluation questions. Be objective. Leave the speaker with specific methods of improvement.
- ❖ Begin and end your evaluation with notes of encouragement or praise. Don't read the questions or your responses to the evaluation questions.
- ❖ Don't try to cover too much. Focus perhaps on one point each on Organisation, Delivery and Attainment of purpose. Give a statement about the greatest asset and a suggestion for future improvement.

After the Meeting

- ❖ Return the manual to the speaker
- ❖ Where possible, add a verbal word of encouragement to the speaker, something that was not mentioned in the oral evaluation.