

The General Evaluator

This role affords you the opportunity to expand your evaluation skills beyond speeches. You are learning to evaluate key functionaries, evaluators, and the meeting as a whole. Special emphasis is placed on evaluating the Table Topics Master and the Toastmaster. This role requires that you've given at least 2 speech evaluations.



Before the Meeting

Contact the Toastmaster to obtain the theme for the meeting. Contact scheduled evaluators and functionaries (Timer, Ah Counter, Word of the Day, Award master) a few days before the meeting to confirm their attendance. If substitutes are needed, this will provide time to find them. Also, some participants may have forgotten that they are on the program. Early contact gives participants time to prepare.

If anyone indicates they cannot fulfill their role, remind them that it would be helpful if they attempt to find a replacement. Alert the Educational Vice President of any vacancies and assist in recruiting substitutes.

When you contact the evaluators, make sure they understand their responsibilities. Encourage them to speak with the person whose speech they will be evaluating. Each book speech emphasizes different aspects of public speaking (such as using gestures) and the evaluator needs to understand these before the speech.

The back of your Communication and Leadership manual also has a section on the General Evaluator. You might review that as well.

At the Meeting

Make sure Evaluators are present. If a substitute is needed, coordinate with the Educational Vice President and Toastmaster to recruit one and advise that person to obtain the manual of the speaker they are evaluating ASAP so they can review the speech criterion.

When the Toastmaster calls upon you to explain your duty, you will stand at your seat and say words to this effect:

“Mr./Madam Toastmaster, fellow Toastmasters, and honored guests. I am the General Evaluator. I will be watching and listening to ensure that the meeting is conducted properly. I will lead the Evaluation segment of the meeting, and provide a general evaluation of the meeting at the end.”

Review the checklist for Table Topics Master and Toastmaster to familiarize yourself with what you watch for in those roles.

The Toastmaster will give you control of the meeting after the last speaker concludes. At this time you will approach the lectern, shake the Toastmaster’s hand, and assume control of the meeting.

- Explain the evaluation portion of the meeting (speakers receive written and oral evaluations). A critical component of TM is to not only speak, but develop listening skills as well.
- Introduce each evaluator by name only (no introductory remarks, please) and which speaker and speech they are evaluating.
- Ask for timers report when evaluators have finished
- Call for vote from the audience
- Ask for the report of the Ah Counter and Word of the Day
- Give your general evaluation, focusing on the role of the Evaluators, Table Topics Master, and Toastmaster. Limit evaluation to two minutes.
- Return control to the Toastmaster. Wait at lectern to shake the Toastmaster’s hand.



General Evaluator Checklist

1. Introduction

- ☐ Briefly explain the purpose of evaluations:
 - To give constructive feedback to speakers.
 - To promote better listening on the part of evaluators.
 - To practice giving honest reaction to a speech.

2. Prepared Speech Evaluations

- ☐ Introduce the evaluators for each of the prepared speeches.
- ☐ After the last evaluator speaks, call on the Time Keeper for a report.
- ☐ Ask the audience to vote for the best evaluator.

3. Meeting Evaluation

- ☐ Ask for Grammarian's/Word of the Day report.
- ☐ Ask for Ah Counter's report.
- ☐ Give a general evaluation of meeting (2 minutes).

4. Conclusion

- ☐ Return control of the meeting to the Toastmaster.



General Evaluator Guidelines - Evaluating the Table Topics Master

Did the Table Topics Master...

- ☐ Bring enthusiasm and energy to the program?
- ☐ Appear prepared and confident about the program?
- ☐ Select an appropriate theme that was original, well-executed and well received by the audience?
- ☐ Explain the rules of Table Topics for the guests?
- ☐ Know which members to call on?
- ☐ Manage his/her time well, to allow as many people as possible to participate?
- ☐ Lead the applause when a respondent exceeded the grace period?
- ☐ Make guests comfortable and aware of all their options if they were called on? (guest options: take a topic, introduce self, abstain)
- ☐ Call for the Time Keeper's report at conclusion?
- ☐ Call for a vote from the audience?
- ☐ Stay at the lectern until the respondent arrived?
- ☐ Approach the lectern quickly when respondent finished, to release him/her ?
- ☐ Call on people in the proper sequence? The proper sequence is:
 - Members not on program (black side of name plate showing)
 - Minor program roles (opening thought, closing thought, Grammarian, Ahh Counter, Time Keeper, Joke Master, etc.)
 - Guests
 - Evaluators
 - The Toastmaster and General Evaluator do not participate.



General Evaluator Guidelines - Evaluating the Toastmaster

Did the Toastmaster...

- ☐ Bring enthusiasm and energy to the program?
- ☐ Appear prepared and confident about the program?
- ☐ Develop a theme for the meeting? Was the theme appropriate, well-executed, and well received by the audience?
- ☐ Remember and pronounce people's names correctly?
- ☐ Transition easily and smoothly between speakers?
- ☐ Do a good job of introducing the speakers and their speeches?
- ☐ Call for the Time Keeper's report at conclusion of the speeches?
- ☐ Remind the audience to complete their individual evaluation forms and comment slips?
- ☐ Remind the audience to vote for best speaker?
- ☐ Leave the lectern unattended?
- ☐ Put some thought into the preparation of the program?