

GENERAL EVALUATOR

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 (make sure they know their responsibilities as evaluators), Ah Counter, Grammarian and Timer. Normally an evaluator is assigned to each speaker; however sometimes an evaluation may be done by everyone at the meeting (group evaluation) with the evaluator leading the discussion. The General Evaluator may set up any evaluation procedure desired, but makes sure each evaluation is brief yet complete.

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

START

On time? Call to order, invocation, pledge, opening handled smoothly?

BUSINESS

Smoothly? Did it drag? Was concise agenda followed?

GUESTS

Were guests introduced? Did members welcome guests and new members? Was printed information available?

INTRODUCTIONS

Toastmaster of the Day, guests, Table Topics Master, Speakers, Evaluators – were more than just names given?

TABLE TOPICS

Were topics appropriate? Did Table Topics Master take too much time introducing the questions and topics? Did the Table Topics Segment end on time? Did the Table Topics Master call on members who did not have speaking roles?

SPEAKERS

Manual speeches? Where the speakers prepared?

EVALUATIONS

Did the evaluator Acknowledge the positive, suggest something to do Better or differently and Congratulate and Concluded (ABC)? Was the tone positive, and appropriate for the experience level of the speaker?

TIMER, AH COUNTER, GRAMMARIAN, WORDMASTER

Were the timing limits observed? Where the reports helpful, smooth, audible and positive?

FUN

Did everyone seem to enjoy the meeting? Did you enjoy it? What was the tone?

MISCELLANEOUS OBSERVATIONS AND COMMENTS

See other side for a sample script for the General Evaluator.

GENERAL EVALUATOR SCRIPT

Good afternoon, fellow toastmasters and a warm welcome to our guests.

For the benefit of our guests, I am the general evaluator today and I 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.

[To conserve time in a club that meets for an hour, you may omit a formal introduction of the evaluation team members and call upon them by name.]

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. Also, if the evaluator did not have a suggestion for improvement or something to try differently, give one now. If the evaluation was harsh, restore a positive tone. Evaluations build up the speaker's confidence and abilities.]

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]

Next we'll here from the grammarian _____ who's been listening for good uses of the language as well as points for improvement. You may give your report from your place.

Our word today was _____, and our Wordmaster _____ has been tracking our use of the word. You may give the report from your place.

The Ah Counter tracks the use of verbal pauses – those ah's and um's that come out of our mouths while we think of the next thing to say. These verbal pauses detract from our message, and we stop counting at five. Our Ah Counter is _____. You may give your report from your place.

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. You may give your report from your place.

Now I have a few comments on the meeting as a whole. [See other side, as time permits]

That concludes the general evaluation segment. Let's welcome back our Toastmaster of the Day, _____. [Lead the applause.]