**Speech Evaluator**

The Speech Evaluator evaluates the speaker’s ability according to the objectives laid out in the CC manual. It is not a general evaluation of every element of the speech. Do not comment on the content of the speech unless you feel that the content was degrading, defamatory or controversial.  Each evaluation is based on your *objective opinion* of the speech.

**Prior to the meeting:**

1. Read these guidelines! They relate specifically to the role of Speech Evaluator in *our* club.
2. Read as much as you can about speech evaluation.  Sources include the club website, your CC manual, your CL manual, the Toastmaster’s booklet included in your new member pack, back issues of Toastmaster magazines (many of which are found on the TMI website ([www.toastmasters.org](file:///C%3A%5CUsers%5CEu%20Jin%5CDropbox%5C03%20Toastmasters%5C2012_2013%20Haymarket%20Toastmasters%5CStandard%20Updated%202008-12-14%20%28EJT%20Edit%20RW%20Checked%29%5Cwww.toastmasters.org))
3. Try to attend Evaluation education sessions in the club and Evaluation Workshops in or outside the club.
4. Ask you mentor for help, if necessary.
5. Find out from the speaker or the Istanbul Asia Toastmasters website which speech they will deliver.
6. Contact the speaker regarding the title of the speech, speech objectives and anything they wish you to pay particular attention to.
7. Study the particular speech objectives in the manual. If you don’t know the speech objectives, you cannot give a worthwhile evaluation.

**At the meeting:**

1. Arrive early, at least by7.15pm, and let the Toastmaster know you are there.
2. Talk to the speaker if you have not already done so (see above).
3. Take the speaker’s manual from them.  If they have forgotten their manual, find some paper.
4. If you are working on the CL manual, ask one of the members to evaluate you, give them the manual and make sure they complete it by the end of the evening.

**During the speech**:

1. Listen and observe the speaker carefully!
2. Notice where they are sitting in the room so that you can look at them and include them when you give your evaluation.
3. Write notes during the speech.  It is useful to draw a line down the middle of your paper.  On one side write things they did well. On the other side write suggestions for improvement. That way, your notes will be organized and easy to read when you give your report.  Don’t try to write everything down or you may get lost in your notes later.
4. Concentrate on the objectives of the speech in the manual *only*, in the first instance.  Do not give a general evaluation and include skills the speaker may not yet have reached. For example, if you are evaluating CC2 Organize Your Speech, do not evaluate Vocal Variety which is CC6 unless they have done it particularly well or unless they have asked you to specifically comment on their vocal variety.

**Your evaluation (3 mins):**

1. Deliver your evaluation from/in front of the lectern (not from your seat).
2. Stress that this is your opinion and not how it should be done.
3. Do not use the words “you should” or “criticize”.
4. Never compare the speaker’s ability to that of another speaker or member.
5. Give constructive, balanced feedback based on the manual objectives (see above) i.e. talk  about  1 or 2 things the speaker did well and 1 or 2 points for improvement.
6. Focus on the above. Don’t ramble, make jokes, and talk about your own experiences. No one is interested and it makes you seem nervous.
7. Be confident in your own opinion, i.e. don’t try to be nice and “whitewash” by giving *only* praise. That is of no value to the speaker. Your aim should be to help the speaker to improve.
8. You could address the speaker and the rest of the audience.  The points you raise are useful to the audience.
9. Make each evaluation a well-structured mini speech lasting 3 mins using the skills you have learned as your performance will be evaluated at the end of the evening – by the General Evaluator.

**After the meeting:**

Make sure you have completed the written evaluation in the manual and hand back to the member.  Include the time (note this down when the Timer gives their report).

**How this role helps you:**

1. This role will help you to enhance your listening skills.
2. You will practice making accurate evaluations.  No time for indecisiveness.
3. You will practice in delivering a mini speech.
4. You will feel more confident about entering evaluation contests.
5. You can use it to advance your CL manual for the following projects:
	* Project 1 – Listening and Leadership
	* Project 2 – Critical Thinking
	* Project 3 – Giving Feedback
	* Project 8 – Motivating People