# **When You’re The Table Topics Evaluator**

The Table Topics (TT) Evaluator evaluates everyone who delivers a table topic. They do not evaluate the Table Topics Master (that is the General Evaluator’s role).  Each evaluation is based on your objective opinion of the speech.  It is not telling members how it should be done.

**Before the Meeting**

* Call TM and confirm you can attend meeting and perform responsibilities of Evaluator.
* If unable to attend, find a replacement and call the TM with the replacement’s name.
* Call your mentor if you have any questions about how to perform this job.

**At the Meeting**

* Let the TM know you have arrived.
* If you would like your evaluation to be filmed, ask the camera operator to record your evaluation as early as possible after you arrive.
* If you are working on the CL manual, ask the Table Topics Master to evaluate you, give the Table Topics Master the manual and make sure he/she complete it by the end of the evening.

During the Table Topics session:

* Listen carefully to each speaker!
* Write down each speaker’s name.
* Notice where they are sitting in the room so that you can look at them and include them when you give your evaluation.
* Take notes on each speaker.  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.
* Take into account the speaker’s level of skill and the stage reached in the manuals (if you know).

Your evaluation (approx 30 seconds for each speaker):

* Count the number of speakers. Calculate 30 seconds per speaker, add 30 seconds for your introduction plus 30 seconds for presenting ribbons.  This is your total time.
* Deliver your evaluation from or in front of the lectern (not from your seat).
* The audience have already heard the content of the speech.  Therefore, to avoid the temptation to go over the content – stick to *how* the speech was delivered.
* Never compare the speaker to another speaker or member.
* Give constructive, balanced feedback, i.e. talk about 1 or 2 things the speaker did well and 1 or 2 points for improvement.
* Focus on the above. Don’t ramble, make jokes, talk about your own experiences. No one is interested and it makes you seem nervous. Also, you won’t have time!
* Be confident in your own opinion, i.e. don’t try to be nice and “whitewash”- give *only* praise. That is of no value to the speaker.
* You could address the speaker and the rest of the audience.  The points you raise are useful to the audience.
* Make each evaluation a well-structured mini speech lasting 30 seconds using the skills you have learned as your performance will be evaluated at the end of the evening – by the General Evaluator.
* You *may* present a ribbon for Best TT, Most Improved TT or Best Gestures to the member or guest whom you think has shown particular skill or made an obvious improvement.  This is not compulsory.

How this role helps you:

* This role will help you to enhance your listening skills by listening intently – the pace is faster.
* You will practice making quick and accurate evaluations.  No time for indecisiveness.
* You will practice evaluating the very good and the not so good speech in the same evening.
* You will learn to focus your evaluations.
* You will practice delivering several well focused, well-structured mini speeches to the members.
* You will practice time management skills.
* You will feel more confident about entering evaluation contests.
* You can use it to advance your CL manual for the following projects:
	1. Project 1 – Listening and Leadership
	2. Project 2 – Critical Thinking
	3. Project 3 – Giving Feedback
	4. *Project 8 – Motivating People*