

Evaluator \_\_\_\_\_

I have been asked to study your evaluation this evening, and to give you my description of your performance as:

☐ General Evaluator   ☐ Individual Evaluator   (*check the appropriate term*)

Since this is my reaction, I feel that a discussion of your presentation either as part of a panel or privately would be advantageous.

Signed \_\_\_\_\_ Date \_\_\_\_\_

In my opinion the following phrases can best describe your work as an evaluator:

	YES	NO	SOME- TIMES
1. You included a dialogue with the speaker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. You provided an accurate description of the action upon which to base your suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. You primarily discussed points related to the educational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. You showed evidence of careful analysis and included all of the educational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Your negative comments concluded with suggestions for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. You reinforced effective speaking habits with praise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Your evaluation was well phrased and to the point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. You described all serious errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. You showed how to improve and gave helpful suggestions on weak points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. There was agreement on what action was to be taken in order to improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. You stated your thoughts in an organized manner similar to a mini-speech.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. (For general evaluator) You gave helpful general comments on the entire meeting, and expanded on points omitted by individual evaluators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. (For general evaluator) You avoided repeating the comments of the individual evaluators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. (For general evaluator) Your timing was excellent. You held the individual evaluators to time, your summary was brief and included all of the important ideas of the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REMEMBER:** These are personal impressions intended to help describe your total performance as an evaluator.

I suggest that in future evaluations, you should:   (*check the appropriate statement*)

- ☐ Involve the speaker in dialogue concerning the major educational objectives of his/her presentation.
- ☐ Limit the use of value judgements, i.e., using terms "good" or "bad" and simply describe your suggestions for improvement or describe points as a reinforcement to an effective presentation.
- ☐ Discuss the educational objectives and only the most significant points you wish to reinforce.

Other \_\_\_\_\_



**TOASTMASTERS**  
INTERNATIONAL

## The Evaluation of the Evaluator

---

*"The way to convince another is to state your case moderately and accurately.  
Then scratch your head, or shake it a little and say that is the way it seems to you,  
but that of course you may be mistaken about it;  
which causes your listener to receive what you have to say, and as like as not,  
turn about and try to convince you of it, since you are in doubt.  
But if you got to him in a tone of positiveness and arrogance  
you only make an opponent of him."  
— Benjamin Franklin*

## How to Use This Form

---

Evaluation is an important part of Toastmasters. Good evaluations help members to improve their speaking skills. Good evaluations reinforce positive aspects of a speech, point out negative aspects, and offer suggestions for improvement.

How are the evaluations in your club? This form will help you to improve them by giving you the opportunity to "evaluate the evaluators."

### Evaluating the Speaker Evaluator

When you're assigned to evaluate a speaker evaluator, complete this form after listening to the speaker evaluator's presentation. Check only those items relevant to the speaker evaluator's presentation. Then give the form to the speaker evaluator; don't give an oral report. If the speaker evaluator wants to discuss your review with you, do so after the meeting.

### Evaluating the General Evaluator

The general evaluator is responsible for offering helpful general comments on the entire meeting. When you're assigned to evaluate the general evaluator, check all items relevant to the general evaluator's position. Then give the form to the general evaluator; do not give an oral report. If the general evaluator wants to discuss your review with you, do so after the meeting.

### Toastmasters International

P.O. Box 9052  
Mission Viejo, CA 92690 U.S.A.  
(949) 858-8255  
Fax: (949) 858-1207  
[www.toastmasters.org](http://www.toastmasters.org)