

# GENERAL EVALUATOR NOTES



|   | POSSIBLE COMMENTS  | COMMENDATIONS:<br>what went well | RECOMMENDATION:<br>could do differently to be more helpful/effective |
|---|--|----------------------------------|--|
| <b>GENERAL OVERALL COMMENTS</b>                               | Everyone participated enthusiastically. Multiple roles covered. Preparation, organisation, delivery, enthusiasm, general performance of duties.  |                                  |  |
| <b>OPENING FORMALITIES (SERGEANT; PRESIDENT, TOASTMASTER)</b> | Set the scene of meeting well. Time. Presentation. Enthusiasm. Humour. Hesitations   |                                  |  |
| <b>TOASTMASTER</b>  | Advanced preparation. Handled changes. Conduct of mtg. (Full) prog. Confident. (Succinct) Transitions. Written prog./spacing of speeches/evals etc. - content & presentation. Enough time allocated. Timing: start/end. Adjustments needed? To help flow... kept mtg on track. discouraged interruptions. Enjoyable; well-run; motivated roles to be successful. Used praise & public recognition. |                                  |  |
| <b>HOST</b>   | Welcomed guests, introducing self/guest to members. Parts of mtg explained.  |                                  |  |
| <b>GUEST MASTER</b>   |  |                                  |  |

|                                 |              |   |  |  |
|---------------------------------|--------------|---|--|--|
| <b>GRAMMARIAN</b>               | <b>word:</b> | Word chosen. Repeat meaning. Use in an example. Good and bad words/phrases. Ums/ah + grammar reported. Effectiveness in noticing grammar/errors/good usage. "pet peeves" influenced analysis. Listening skills exhibited. Specific eggs used. |  |  |
| <b>TIME KEEPER</b>              |              | Knew time requirements of tasks. Accurately timed & signaled approp. Presented report.  |  |  |
| <b>MEMORY MASTER</b>            |              | Questions could be answered. Enough questions. Got people thinking back.  |  |  |
| <b>TABLE TOPICS MASTER</b>      |              | Choice of topics. Spontaneous/Thinking on feet. Responses to keep the flow moving btwn speeches. Stated purpose & introduction. Planned to allow as many people to participate. Facilitation effective.                                       |  |  |
| <b>TABLE TOPICS EVALUATIONS</b> |              | Analysis/Technique: CRC. Encouraging guests to participate  |  |  |
| <b>TABLE TOPICS EVALUATIONS</b> |              |   |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>MAIN SPEECHES</b>   | General comment of appreciation etc. Prepared, rehearsed. Achieved speech's purposes in time. Goal of speech clear. Main points supported goal. Reflected careful planning. NOTE: don't re-evaluate the speeches, but add something if the evaluator missed out on it.   |  |  |
| <b>EDUCATIONAL</b>   | informative. Well-structured. Use of notes.  |  |  |
| <b>SPEECH # 1</b> _____<br><b>Introduction</b> _____ <b>Evaluation</b> _____ | Intro: Preparation & presentation. Covered all points/covered approved format. CRC + summary. Conclusion. Improvement noticed in evaluator over time? Encouraging feedback. CRC given - R missed? Use of language/vocab. Covered objectives of speeches. "In summary" given. Enthusiasm. Careful consideration to speech in evaluation? effectively demonstrated critical thinking skills in verbal eval. objective & unbiased. Anything different for a more thoughtful & helpful eval. |  |  |
| <b>SPEECH # 2</b> _____<br><b>Introduction</b> _____ <b>Evaluation</b> _____ | areas to be enhanced. Focuses on speakers presentation not personality/qualities. Cited egs of what speaker did well. R = effective, specific + w eg. + encouraging and motivating. General quality of evaluation - positive, upbeat, helpful, point the way to improvement...   |  |  |
| <b>SPEECH # 3</b> _____<br><b>Introduction</b> _____ <b>Evaluation</b> _____ |  |  |  |

|   |                              |  |  |
|---|------------------------------|--|--|
| <b>SPEECH # 4</b> _____<br>Introduction <span style="float: right;">Evaluation</span> |                              |  |  |
| <b>BEST SPEECH</b>  |                              |  |  |
| <b>BEST EVALUATION</b>  |                              |  |  |
| <b>BEST TABLE TOPICS</b>  | <i>Chosen by evaluators.</i> |  |  |
| <b>GENERAL COMMENTS / CLOSING/ SUGGESTIONS</b>  |                              |  |  |

Notes:

- Explain your assignment (i.e. evaluating everything that has taken place that hasn't yet been given an evaluation)
- Give the evaluation at the end of the meeting
- Take notes on everything that happens - or doesn't but should...
- Credits: Competent Leadership Projects 2, 3, 5, 7, 8, 10