

## **Apex Toastmasters Club**

### **General Evaluator**

#### **Before The Meeting:**

- Arrive early and make sure all of your helpers are in place:
  - Speaker Evaluators
  - Timer
  - Grammarian (Ah Counter)
- Make sure each of your helpers has the tools they need:
  - Timer has stopwatch, signals and writing instrument.
  - Evaluators have training manual of the speaker they are evaluating.
- Coach your speaker evaluators on the essence of their job:
  - Sit next to the speaker they are evaluating
  - Determine what their personal objectives are with the evening's speech.
  - Get some inside scoop on the talk that's about to be given.
  - Establish trust and rapport with the speaker being evaluated. Put him/her at ease.
- Let the Toastmaster of the evening know you are ready for the job.
  - Review speakers and evaluators
  - Identify all of your helpers.
  - Clarify who will introduce whom and describe their job functions.

#### **Your Turn At The Lectern:**

- Identify and introduce your helpers
  - Speaker Evaluators
  - Timekeeper and Grammarian
- Briefly describe your helper's functions if this has not already been done.
- Introduce each speaker-evaluator:
  - Name of the evaluator
  - Who that person will be evaluating
  - Optional: Some recital of that person's credentials and experience.
- Call for the Grammarian's Report
- Call for the Timekeeper's Report
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### **Your Moment In The Sun:**

- Provide your analysis of how the meeting was conducted:
  - Did it start on time?
    - § Was a lively pace maintained by the Toastmaster?
    - § Did any part of it start to drag on?
  - Did each participant carry out his role appropriately?
    - § Did Toastmaster properly introduce participants, guests?
    - § Did Toastmaster augment or dominate?
    - § Was "Word of the Day" appropriate?
    - § Did participants pick up on meeting theme?
    - § Did Table Topics Master have questions that elicited good responses?
    - § Did Table-Topics Master inspire or dominate?
    - § Did timekeeper give appropriate signals?
    - § Did Grammarian do more than count "Ah's"?
    - § Did everyone speak clearly and coherently so that they could be heard and understood.
      - No mumbling.
      - No inaudible voices.
      - No restarting sentences in midstream.
- Provide your analysis of how the meeting met the overall goals of Toastmasters.
  - Did all or most attendees get an opportunity to participate?
  - Were participants given encouragement and support as well as critical feedback?
  - Were awkward moments well handled, or, if not, describe how they might have been handled better.
  - Was the conduct of the meeting "professional" in the sense of following Toastmaster protocol?
    - § Transfers of control at the lectern
    - § Acknowledgement of members and guests
    - § Conduct matters in the right sequence.
  - Did the conduct of the meeting avoid those things that make a meeting tedious, boring or incredibly lame?
    - § Excessive use of clichés
    - § One member rambling on and on, consuming excessive time.
- Identify elements of the meeting that made the evening outstanding:
  - Varied and interesting speaker presentations
  - Enthusiastic involvement of all or most members
  - Good interplay between speakers and audience. Active involvement by all attendees.
  - Obvious that everyone had fun as well as having a learning experience.

### **Relinquish Control**

- Return control of the meeting to the Toastmaster.  
Be sure to leave enough time for announcements.