



General Evaluator Checklist



Meeting Date: _____

Upon arriving at the meeting, don't forget to choose a timer and a grammarian/ah counter and a person to listen for colorful language.

Timer: _____ Ah Counter/ Grammarian: _____

When reporting to the club, only cover the below items that seem necessary. Do not make long introductions or review everything.

1. Is the Club's property properly displayed? yes no
2. Room organization: _____
3. Welcoming of Guests: _____
4. Any unnecessary distractions that could have been avoided?

5. Did the meeting, and each segment of it, start and end on time? yes no
6. Cover each participant: preparation, organization, delivery, enthusiasm, observation & general performance of duties:

Opening/President

- Call meeting to order
- Invocation
- Introduction of Guests
- Introduction of Toastmaster

Notes: (if needed) _____

Toastmaster

- Introduction of Speakers
- Ah Counter
- Grammarian
- Timer
- General Evaluator
- Speech Evaluators
- Topicmaster

Notes: (if needed) _____

Table Topics Master

- Explain table topics and theme
- Explain voting procedure
- Conduct table topics session
- Return control to Toastmaster

Notes: (if needed) _____

Timer

- Explain timing rules and signals
- Was each segment timed?
- Report: stand, announce speaker & time

Notes: (if needed) _____

Ah Counter

- Records “pause fillers” and inappropriate interjections: and, ok, er, well, but, so, ah, um, you know, repeating a word or phrase twice.
- Explain to guests including fines owed
- Stand and give report.

Notes: (if needed) _____

Grammarian

- Intro new words to members
- Comment on use of language
- Explain role of grammarian
- Listen to word usage and note colorful and creative language, incorrect usage.
- Stand and give report.

Notes: (if needed) _____

7. **Evaluators:** Prepared, positive, upbeat, helpful, offer suggestions for improvement.
 - a. Read speech project and know objectives; know speaker’s goals and specific areas of requested feedback.
 - b. Get speaker’s manual; listen, watch, make notes.

Evaluators (use the following list for each evaluator)

- Select 2-3 most important points and elaborate
- Be honest and specific
- Use of “sandwich” approach.
- Offer suggestion to improve
- Select words carefully: avoid judgment words and extremes; use “I” stmts (not impersonal or “we” stmts): describe your own reaction; don’t repeat a point.
- Look directly at speaker, smile, don’t call attention to self.
- Conclude on a positive note.
- Mention improvements that you have seen over time.

Evaluator #1: _____ of Speaker #1: _____

Notes: _____

Evaluator #2: _____ of Speaker #2: _____

Notes: _____

Evaluator #3: _____ of Speaker #3: _____

Notes: _____

Evaluator #4: _____ of Speaker #4: _____

Notes: _____

8. Wrap up with general evaluation summary of meeting.

Hand meeting back to the Toastmaster when finished.