

General Evaluator

You are responsible for conducting the evaluation portion of the meeting. Several days prior to the meeting, you should call the grammarian, timer, and all the evaluators who are listed on the program to confirm their appearances, and arrange any necessary substitutions. Although the Toastmaster leads the meeting, you lead the evaluation portion of the meeting. In a sense you are the Toastmaster of the evaluation portion of the meeting. ***It is your responsibility to check before the meeting to be sure you have lined up evaluators for all prepared speakers, have a timer, and have a grammarian.*** You should generally try to follow the following schedule.

1. Give a brief description to the club of what your function is.
2. Call for the speech evaluators

1 st Speaker	_____	1 st Evaluator	_____
2 nd Speaker	_____	2 nd Evaluator	_____
3 rd Speaker	_____	3 rd Evaluator	_____
4 th Speaker	_____	4 th Evaluator	_____

3. Evaluate the evaluators, did they follow the evaluation format of:
 1. Listing the four to eight specific things they liked about the speech.
 2. Limiting themselves to one or two items that would have improved the speech.
 3. End their evaluation by saying what they liked about the speaker.
4. Mention one thing you like about each of the evaluators as people.
5. Introduce the timer: _____
6. Introduce the grammarian: _____
7. Give an overall evaluation of the meeting, and offer suggestions for improvement. Try to avoid the common mistake of re-evaluating the speakers.