

Evaluator Cheat Sheet

The Evaluator role is one of the most important roles within a Toastmasters meeting. The main way one is able to improve their public speaking skills is by getting feedback (both criticism and praise) from their peers. As an Evaluator, you will listen carefully to your assigned Speaker and evaluate their overall performance. Here are the quick bullet points on how to fulfill your role.

- Before the meeting, the Speaker should have sent you their introduction. If they have not, you can prepare a simple one in which you introduce the Speaker by name and invite them to share their speech.
- When it comes time to begin the Speaker's speech, the Toastmaster will call on you to introduce them. Either read the given introduction or your own version.
 - Be sure to include the timing required for the speech so the Timer is aware.
- Listen closely to the speech. Keep notes of anything that you would like to evaluate the Speaker on.
 - The [Evaluation form](#) contains this list of eight criteria to evaluate: Clarity, Vocal Variety, Eye Contact, Gestures, Audience Awareness, Comfort Level, Interest, and Well Supported.
- During the General Evaluation portion, the General Evaluator will ask you to give your evaluation. You will have to speak for 2-3 minutes, so keep an eye on the Timer for your green light. Here is a generic format that may help you organize your evaluation:
 - Thank the Speaker for their speech.
 - Focus on their delivery of the speech instead of the content.
 - Talk about a thing or two that you enjoyed.
 - Offer them feedback about something they could improve upon.
 - Wrap up with reiterating all the great things again and thanking the Speaker one last time.
- The speaking portion of your job is now done! You should also send the Speaker your notes, preferably in the [Evaluation form](#), but a simple email with your thoughts is fine as well.