

GENERAL EVALUATOR

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In this one-pager you will find the necessary information to be General Evaluator.

Purpose of the Role

- ▶ **Evaluate every role that has not yet been evaluated:** speech Evaluators, Supporting Roles (Grammarians, Timekeeper, Ah Counter), the Table Topics Master, Toastmaster of the Evening & any Workshop Hosts.

Most Important Tasks

- ▶ **Observe** how the evening proceeds & **keep track** of what each role listed above did well & what they could improve upon.
- ▶ Give a **speech** of 3-4 minutes with **feedback that everybody can learn from**.

Strategies, Ideas, Examples

- ▶ Ideally, you should have performed every role in the club before your first general evaluation. For your first general evaluation, it's a good idea to review the **Supporting Roles, First Evaluation, Table Topics Master** and **TME** one-pagers so you can give appropriate feedback.
- ▶ **For evaluating an Evaluator:** you can comment on any aspect that can help improve their evaluating and/or public speaking skills.
- ▶ **For evaluating the TME:** other than giving feedback on the responsibilities listed in the **TME one-pager**, you can give **recommendations on anything** you can think of that could improve the **quality of the meeting**.
- ▶ **For evaluating a workshop:** a workshop is always '**speaking to inform**', or at least it should be. You could provide feedback on what the workshop host did well & how they could improve in this area.
- ▶ Don't just give PFIs, but also **give specific suggestions** on how to improve.
- ▶ As GE, it is a challenge to evaluate everyone and to **stay within the time limit**. You only have 1 minute more than a regular evaluation, yet you have a lot more ground to cover. You will have to make a careful selection of what to give feedback on. Good strategies are to:
 - **alternate between highlighting 1 strength & 1 PFI for every person**, and to elaborate slightly more on the TME & workshop host.
 - **group feedback**, e.g. 'I noticed most evaluators didn't make good use of the stage.'