

YOUR FIRST EVALUATION

Toastmasters Fonske Leuven



In this one-pager you will find the necessary information to prepare you for your first evaluation.

Purpose of the Role

- ▶ **Give valuable, actionable feedback to the speaker** which they can use to further **improve their speeches**.

Most Important Tasks

- ▶ **Keep track** of what the speaker did well & what they could improve upon.
- ▶ **Give a speech** of 2-3 minutes with **feedback** that the **speaker & audience can learn from**.
- ▶ Fill out the speaker's **evaluation sheet** (which they should provide).
- ▶ Contact the speaker before the meeting & ask if there are any **specific aspects** they want you to focus on. Include this in your evaluation, share it during the break or after the meeting.

Strategies, Ideas, Examples

- ▶ What to pay attention to:
 - **message**: was it clear & well supported throughout the speech?
 - **structure**: was it clear (intro, body, closing), how were the transitions, did it support the message, facilitate easy listening & retention?
 - **delivery**: how were body language, vocal variety & energy on the stage?
 - **language**: what words & figures of speech did they use that supported the speech?
 - **supporting materials**: were they used properly & did they add to the speech?
 - **impact**: did they evoke an emotion (introspection, humor, etc.) from the audience?
- ▶ Your evaluation is a **mini speech**: you too need to pay attention to your message (actionable feedback) & structure (for retention). It helps to **summarize your main points** at the end of your evaluation.
- ▶ **Less is more**. Even if you can come up with 100 things the speaker could improve upon, it is best to pick the **1 to 2 Points For Improvement** (PFIs) you think the speaker could most benefit from at this time & to provide them with suggestions on how to do this.
- ▶ **Be assertive but kind**. Toastmasters is a place where people can safely explore the boundaries of their comfort zone. It is important to give feedback to the speaker, but just as important that people go home with the sense that they accomplished something.
- ▶ **Objectives based evaluation**: you can always use the criteria of the speech project or the evaluation sheet as the basis for your evaluation.
- ▶ For more information on how to give good evaluations & what to focus on, consult the [Evaluation Maven Manifesto](#). It's the go-to document for a wide variety of **evaluation templates and strategies**.