



The EVALUATOR Role

Before the Meeting:

- Contact your assigned **Formal Speaker** via email and ask them for the **Evaluation Resource Form** (PDF format) from their Pathway Level, the speech objectives and time, 2-3 days before the meeting.

At the Meeting:

- During the speech, pay attention and take notes to fill in the Evaluation Resource Form and build your evaluation.
- When called by the **General Evaluator**, give your feedback guided by the Evaluation Resource Form. State whether the speaker achieved the speech objectives or not.
- Offer **constructive and specific feedback** to help the speaker work on future speeches, like “Challenge yourself to use more humor next time.” or “You might want to check your mic, as there was some background noise.”

Formats for feedback:

- **Sandwich** = commendations + recommendations + commendations
- **3-2-1** = 3 things they excelled at + 2 things they did well + 1 challenge
- **Chocolate chip cookie** = things done well and very well, sprinkled with things to improve on and specific examples of what can make the speech better

Things to focus on during the speech to help you build your feedback:

- **Stance** - was the stance relaxed or balanced?
- **Eye Contact** - did the speaker look directly at the audience?
- **Hands** - were the hands open or relaxed? Clapsed together, clenched or behind the back
- **Gestures** - were the fingers, hands and arms used for emphasis and clarification?
- **Diction** - were the words pronounced clearly and distinctly?
- **Vocal Variety** - was the tone melodious or varied with louder and softer volume contrasting the normal?
- **Speaking Speed** - was there variety, including pauses for emphasis?
- **Opening and Conclusion** - was the opening attention grabbing and the conclusion effective?
- **Speech Structure** - was there a clear beginning, middle and end?



The EVALUATOR Notes