



# CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

## 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 prior to 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 humour 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 on 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? Clasped 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?