



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Individual Evaluator

Individual evaluators [IE] are possibly the most important role in the meeting. Good evaluations keep speaker happy so they stay a member of your club for many, many, many years into the future.

General Purpose:

1. Evaluate the speakers to help them improve, grow and be a happy. Use positive words only, eg not "fail", say "success" 😊
2. **A Model Evaluation:**
 - a. Congratulate:
 - b. Analysis: Did the speech meet the manual's objectives?
 - c. Analysis: List 3 effective points about the speech
[Never retell the story – you only have time for recommendations]
 - d. **1:30:** start giving recommendations. Start ***before*** the green flag
 - e. Recommendations:
 - i. 2 or 3 recommendations for improvement
 - ii. Give an example on each so the speaker can improve
 - iii. No more than 3 recommendations
 - f. Conclusion: Repeat the 3 recommendations
 - g. Inspire & Impact: Inspire the speaker to use the recommendations to make their next speech even better

Before the Meeting:

1. Call the General Evaluator to confirm you'll attend the meeting.
2. Send your bio to the general evaluator [GE] so that they know how to introduce you in the meeting. Download a bio form from this webpage: fytc.cars85.com
3. Follow the **Pathways** manual:
 - a. Ask the speaker to print out and give you're their Pathways evaluation pages
 - b. Effective evaluations can only be given with the printed evaluator pages.

Evaluation Speech Tips:

1. Clear your mind.
2. Evaluate how the speaker *affected* you, **not** how you feel others *may* feel.
3. What held your attention?
4. What distracted your attention?
5. Find the source of the problems, not the symptoms.
6. Make sure the conclusion leaves the speaker with a strong desire to continue

Don't be the "World's Worst Evaluator*":

All evaluations *must*:

- Raise the speaker's self-esteem.
- Comment on the speech's key points and how well these points are supported.
- Evaluate the speaker's speech delivery.
- Give the speaker advice on how to make their next speech better.
- Leave the speaker encouraged and wanting to complete their next speech.



1. **The Star**

"The speaker's story about her mother really touched my heart. Now, let me tell you about my own story with my mother because it's more interesting."

The evaluator's personal experience isn't relevant. The evaluation should be about the speaker's own speech and their speech delivery.

2. **Mr Nice Guy**

"That speech was perfect! It was the best speech I've ever heard."

The above comment doesn't raise the speaker's self-esteem nor give them room to grow.

3. **The Newspaper Editor**

"The speaker made a great speech. But, I don't agree with their comments on Taiwan's president. You will find our president is..."

The evaluator's job is not to approve, or reject, the speaker's ideas.

The evaluator should only evaluate how clear the speaker's key points are and how well these points were supported.

4. **Ms Critic**

*"That was the worst speech I heard tonight. For a Toastmaster of 2 years, I expected a *much* better speech than that."*

This evaluation will destroy the speaker's self-esteem and desire to make a more speeches.

5. **Mr Sleaze or Mr Color Wolf**

"That was a wonderful speech by our charming member. Next time, if she wore a shorter mini-skirt, her speech would be even more entertaining."

We should never evaluate the speaker's appearance. Just focus on the speech and delivery.

However, if the speech were about exercising, and the speaker wore a suit, the evaluator could suggest the speaker wore an athletic sports kit to fit the theme of the speech.

*Inspired by Deepak Menon's awesome presentation: "The World's Worst Evaluator".

Evaluation Contests: AES & ATR:

Evaluating in contests is a little different because you can evaluate the test speak on ****anything****, not just the manual objectives.

So get creative with your suggestions.

The AES is **Andrew's Evaluation System**:

1. A: Appreciate* 0 - 1:00
 - a. Thank the speaker
 - b. Did the speech meet the objectives? Humorous? Inspiring?
 - c. Strengths: what did you like about the speech

2. T: Tips 1:00 - 2:30
 - a. Give at least 3 suggestions to improve the speech
 - b. Give an example how to resolve each problem

3. R: Repeat the tips: 2:30 - 3:15
 - a. Start when you see the yellow flag.
 - b. Repeat all the tips
 - c. Encourage the speaker to make his next speech

Evaluation Contest Judging Criteria:	%
• Analytical Quality	40
○ Clear	
○ Focused	
• Recommendations	30
○ Positive	
○ Specific	
○ Helpful	
• Technique	15
○ Sympathetic	
○ Sensitive	
○ Motivational	
• Summation	15
○ Concise	
○ Encouraging	

**When practicing in your club, use a cellphone timer app to measure your time, so you can see when it's 1' and you can start giving your tips and suggestions to the speaker.*

Further Reading:

Learn how to evaluate effectively on the Toastmasters US website:

1. <https://www.toastmasters.org/>
2. Log in
3. Pathways > Go to Base Camp
4. Access my path > Log in as a member
5. My Education Transcript
6. Choose your path > "Open Curriculum"
7. Level 1
8. Project 2: Evaluation & Feedback > "Launch"
At the bottom of the page: Jump to the evaluation training video section