



# Meeting Helpers

Toastmasters International: Where Leaders Are Made

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## Tabletopics Evaluator Notes

*Thank you for being our Tabletopics Evaluator!*

the Tabletopics sessions are a crucial part of Toastmasters where members have the opportunity to prepare a complete speech and/or or idea on the fly.

Anyone planning to work with the media, be our future president or become a rock star, the Tabletopics session is the most important opportunity of the meeting.

So how can we find out how well our reply to a question was? We invite the Tabletopics evaluator.

### **General Purpose:**

1. To evaluate Topicsmaster. Did they fulfill the criteria:
  - a. The topics were well researched and reflected the meeting's theme
  - b. The topics are relevant to the audience.
  - c. The Topicsmaster's comments were short giving respondents more opportunity to speak.
  - d. The Tabletopics session ended on time.
2. Evaluate each Tabletopics speaker:
  - a. Did their speech flow from the opening, body to a meaningful conclusion?
  - b. Did they make a conclusion?
  - c. There's no need to evaluate everyone if there isn't enough time.
3. As with any individual evaluator:
  - a. Be positive and encouraging
  - b. While also pointing out areas of improvement
  - c. Give examples.