

General Evaluator Duties

As a General Evaluator, your main duty is: To **Evaluate the Evaluators**. This means that just as the Evaluators are helping the speakers to improve their speaking, you are **helping the evaluators to improve their evaluations**.

Remember the difference between a critic and an evaluator: A critic merely finds fault; an evaluator gives specific recommendations for improvements.

Ten Behaviors of an Effective Evaluator:

1. Show that you **care**
2. **Suit** your evaluation to the **speaker (Evaluator)**
3. Learn the **speaker's objectives**
4. **Listen** actively
5. **Personalize** your language
6. Give **positive reinforcement**
7. Help the speaker become **motivated**
8. **Evaluate the behavior** - not the person
9. Nourish **self-esteem**
10. Show the speaker **how to improve**

You should not only look for these ten behaviors in your evaluators, you should be aware of them yourself as you give your evaluations of the evaluators.

Before the Meeting

Get in touch with your evaluators. Make sure they plan on attending the meeting. Find out from them what the **speech is** going to be **about**. (This is a subtle way of finding out whether they've been in contact with their speakers.)

During the Meeting

You will be introduced by the Toastmaster.

Introduce the evaluators in turn

You may want to **remind the audience which speaker is about to be evaluated** by the evaluator.

Evaluator_____ Speaker_____

Evaluator_____ Speaker_____

Evaluator_____ Speaker_____

When the evaluators are finished:

Ask the timer whether the **evaluators were within their time limits**

Ask the audience to **cast their votes for best evaluator**, and start the ballot envelope going around the room

Take note of the time. If the meeting is running late, you will need to restrict your remarks

First, do your **evaluations of the evaluators**. *This is your main duty as an evaluator*

If there is **time** left, and you have any **evaluations about the meeting** as a whole, include these

Finally, introduce your "other" evaluators and get their reports

These include the **Grammarian**_____

Ah-Counter_____

Wordmaster_____

Return control of the meeting to the Toastmaster