

# Evaluations – Everyone Can do it!

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**Abstract:** *There is no right or wrong way to do an evaluation as it is your own personal opinion about how you felt a speech went. This handout is to encourage people to step up and take on the role of an evaluator to benefit the most out of the Toastmasters® programme.*

**Purpose:** To make presenting an evaluation easier.

**Audience:** To the Toastmasters regardless of experience.

Taking on the role of the evaluator is something that a novice toastmasters may think “I am not experienced enough to give an evaluation” or “What do I know? I am just a beginner!” You couldn’t be further from the truth.

Evaluations are all about how you saw the speech and how you felt it went. What you saw could be totally different to what the person sitting next to you saw. Each of you would give different evaluations, however both would benefit the speaker equally.

An evaluation has two parts. It must commend and recommend. All speeches will have something that was done well. All speeches will have something that could be worked on for future presentations. Items such as Structure, Body Language, & Vocal variety are some of the things you can mention as an evaluator.

You may have felt that structure let a speech down, while your neighbour felt that the speech could have used more vocal variety. Who is correct? Both of you are. So long as you have pointed this out to the speaker then they can learn from it and improve.

No matter which areas you pick up on, make sure you say why they were effective and give an example from their speech. If you’re presenting a recommendation suggest how you think they could have done it better.

Remember that when presenting your evaluation, it is a mini speech. Present an introduction summarising their speech in a few sentences eg *it was an informative presentation on the benefits of paperclips*. Present your commendations and your recommendations giving examples and saying why it was effective or how to make it more effective. Then summaries it by reiterating the points again, and close with a positive and uplifting comment.

Suggestion is to use the template to help the thought process.

**Conclusion:** Evaluations are easy to do and everyone can do them.