

Evaluations – Everyone Can do it!

Common Myths

- I am not experienced enough to give an evaluation
- What do I know? I am just a beginner!

Facts

- There is no right or wrong way to do an evaluation.
- This is your own personal opinion about how you felt a speech went.
- You can present an evaluation regardless of experience.
- The purpose of an evaluation is to help the speaker improve.

Evaluation has Two Parts

- Commendations – What did the speaker do well?
- Recommendations – What areas can they improve on?

Structure of an Evaluation

- Introduction – give a brief summary few sentences eg *it was an informative presentation on the benefits of paperclips*
- Commend – give two or three commendations, give examples and state WHY they were effective
- Recommend – give one or two recommendations, give example and state WHY they were not effective, and HOW to improve.
- Summary – State the commendations and recommendations again and close with a positive uplifting comment.