

General Evaluator

Evaluation is an important part of the Toastmasters meeting. It helps to point out areas of improvement and it reinforces areas of strength. As General Evaluator, your role is to evaluate the meeting as a whole. Rather than comment on everything that may have been done incorrectly, it is usually preferable to pick out one or two main errors and give suggestions for improvement. Also highlight a couple of things that were done particularly well. In addition to the general evaluation, your role is also to evaluate the speech evaluators. Again, focus on things done well and a suggestion or two for improvement.

Before the Meeting

- Contact the speech evaluators. Ask them to contact the speaker they will be evaluating so they can review the objectives of the project in advance and find out whether the speaker has anything in particular they want the evaluator to watch for.
- Contact the *Ah Counter* and *Grammarians* to remind them of their role and let them know if there is anything specific you want them to watch for.

During the Meeting

1. Explain the purpose of the evaluation portion of the meeting and your role as General Evaluator.
2. Call on each individual evaluator. An introduction (other than name) is not necessary for the evaluator. Be sure to instruct the evaluators regarding the length of their evaluation and instruct the Timer regarding the lights.
3. When all the individual evaluations are done, ask for the Timer's report.
4. Following the Timer's report, call for the vote for the best evaluator.
5. Then ask for the Ah counter/Grammarians's report. If you wish, this may be done following your general evaluation.
6. Next, conduct the general evaluation using the guidelines mentioned above.
7. Return control of the meeting to the Chairperson.

General Principles for General Evaluator

1. As General Evaluator, it is not your role to evaluate the individual speakers. This should be done by the speech evaluators.
2. Comment on how well the evaluators performed their role.
3. Ensure that any comments regarding weaknesses are accompanied by suggestions for improvement.
4. If there is no Table Topics evaluator, you may wish to comment on various aspects of Table Topics.