

Slide	Commentary
1. How to evaluate effectively	<p>Evaluations are the cornerstone of Toastmasters. It's what distinguishes us from other like-minded organisations.</p> <p>Our meetings are designed to optimise opportunities to cultivate skills to become an effective speaker: skills like listening, analysing, observing, critical thinking,... and of course...speaking in public!</p>
2. If you truly want to become a better speaker, become a good evaluator.	<p>If you truly want to become a better speaker, become a good evaluator.</p> <p>So says Mike Storkey, the current International President of Toastmasters.</p> <p>I'm sure you remember the 4<sup>th</sup> commitment of the TM promise when you signed up.</p> <p>We, each of us, have a responsibility to provide fellow members with helpful, constructive evaluations.</p>
3. Your objective as an Evaluator	<p>When you're asked to be a Speech Evaluator, your objective is to give helpful and constructive feedback, that will enhance the speaker's ability AND encourage them to return and speak again</p> <p>– so that they can get better.</p>
4. What to look for	<p>So, what do you look for when you sitting in the audience?</p> <p>There are 3 core aspects:</p> <p><b>Content</b> – what the speech is about, what is the general and specific purpose of the speech? The words used, metaphors, etc.</p> <p><b>Structure</b> – can you easily follow the Speaker and the speech? Are the transitions clear? How good was the OBE – opening, body, end?</p> <p><b>Delivery</b> – impact of speaker, vocal variety: PPP – pitch, pace, pause; body language, eye contact, use of stage, etc.</p>
5. Your feedback – be specific	<p>Your evaluation is about your Feedback – how YOU experienced the speech and the Speaker.</p> <p>You're not speaking on behalf of the anyone else but yourself.</p> <p><b>Be Specific</b> about what you think the Speaker did well and why you think this – commendations.</p> <p>And what you think the Speaker could be to improve – recommendations. And remember to say WHY you think this, and if possible , demonstrate HOW.</p>

	Remember, you only have 3 minutes to deliver your Evaluation Speech – so be SELECTIVE in what you choose to say. Try to relate your commendations and recommendations to the Project Objectives. Usually 2-3 commendations, 1 or 2 recommendations, then Conclude on a <b>Positive note</b> .
6. Own your feedback	Own your feedback. It's about what you SEE, HEAR and FEEL about the speech and the Speaker's impact on YOU. No-one can dispute Your Feedback – it belongs to You, no-one else.
7. Pay Attention and notice	So, Pay Attention and Notice <ul style="list-style-type: none"> <li>- What you are seeing, and not seeing</li> <li>- What you hearing, and not hearing</li> <li>- How you are feeling – an indication of how effective (or not) the speech is.</li> </ul>
8. What to do When	In summary, to become a good speech evaluator, you can <ol style="list-style-type: none"> <li>1. Prepare and Plan – before the meeting</li> <li>2. Pay attention – during the speech, and take notes</li> <li>3. Present positively – after the speech when you deliver your evaluation speech. Remember to speak to the audience, not just to the Speaker.</li> </ol>
9. Commit to becoming a Good Evaluator	By becoming a good evaluator, you will become an effective speaker. Like any skill, you need to keep practising.  We have some newly designed Evaluation forms to help you. Everyone, please, use every meeting to practice by noting down at least ONE commendation and one recommendation for each of our speakers tonight, and also for each of our evaluators.  Madam Toastmaster.

Word count: 555

10 minute presentation at ESC on Feb 20 2017.