



Babble On Toastmasters
District 39•Division E•Area 55•Club 8692

GENERAL EVALUATOR

Responsibilities: (1) To evaluate the overall flow, operation, and presentation of the meeting, and (2) to introduce the evaluators who are responsible for providing feedback (identifying habits to change, offering suggestions, and recognizing strong points) to the speakers.

1. Ask the **Timer** _____ for the timing constraints for the evaluators (2-3 minutes).
2. Call on **Evaluator #1** _____ who will be evaluating, the first speaker, _____.
3. Call on **Evaluator #2** _____ who will be evaluating, the second speaker, _____.
4. *Ask Toastmasters to please take a moment to write comments to the evaluators.*
5. Ask the **Timer** _____ for qualification report
6. Ask _____ for the **Grammarians' Report**.
7. Give a GENERAL evaluation of the meeting, including constructive feedback on protocol. Consider the following in making your evaluation/comments, *be aware of your own timing constraints*:
 - a. **Room Setup** (_____) Meeting sign & banner displayed. Printed materials, ribbons, nametags/placards, guest book, gavel, timer's equipment in place.
 - b. **Meeting Opening** (_____) Presiding Officer or designee - enthusiastic, smiling, starts on time, guests acknowledged and welcomed.
 - c. **Pledge & Thought for the Day** (_____) Appropriate, motivational, insightful, etc.
 - d. **Jokemaster** (_____) Appropriate & within time constraints.
 - e. **Meeting Theme** (_____) Clear, succinct, encourages creativity among participants.
 - f. **Toastmaster** (_____) Prepared (self & meeting participants). Agenda correct, podium etiquette displayed, maintains control of meeting, provided introduction to presiding officer and has introductions for speakers.
 - g. **Timer** (_____) Is familiar with timing constraints and knows how to use equipment. Is aware of timer etiquette when participant doesn't qualify.
 - h. **Evaluator(s)** (_____) Comment on style, effectiveness, strengths, areas for improvement, etc.
 - i. **Grammarians/Word of Day** (_____) Offers Word of the Day that is challenging but not impossible. Provided constructive feedback and recognized good usage. Didn't just "count crutch words."
 - j. **Table Topics Master** (_____) Original, creative, well prepared, gave participants opportunity to speak instead of long setups and comments, used preferred format of asking question before selecting respondent.

RETURN CONTROL OF THE MEETING TO THE TOASTMASTER