



EPSOM SPEAKERS CLUB

A Guide to being the General Evaluator

Here is a simple pocket book guide to help you understand the role of General Evaluator at Epsom Speakers. If you are undertaking this role for the first time, it can feel more daunting without clear instruction. This guide can be used to supplement any advice given by your mentor.

During the meeting

The role of the General Evaluator is to give an overall evaluation of the meeting. You may be under tight time constraints as your role is the final one before the evening closes; it will be your responsibility to keep a close eye on the clock in order that the meeting does not overrun.

The main purpose is to give feedback to evaluators. Prior to the meeting do feel free to contact speech evaluators and the topics evaluator and ask if there is anything specific they would like you to watch out for.

When managing the time during your session, put most of the focus on the evaluators. Mention briefly the other roles, with one commendation and one recommendation.

The full list of roles is:

- Sergeant at Arms: the infrastructure, preparation, efficiency on how well the room was set up, breaks.
- President: opening remarks, atmosphere, enthusiasm.
- Toastmaster: visitor welcome, engaging, setting the scene, informing of what is to come, logistics.
- Timekeeper: explanation of lights, importance, demonstration, clear and audible comments.
- Warm up: enthusiastic, good response, chose topic everyone could find an answer for in 20 secs.
- Speeches: mention these have been evaluated, you might want to say a word only at the quality of all.
- Speech evaluators: comment on each evaluator individually by name, give commendations and recommendations.
- Topics master: engaging, controlled set the tone and mood, easily understood topic, audible to all, timing.
- Topics evaluator: this section has recently been given a time extension. Comment on how well the Topics Master did, how enthusiastic and full of energy they were. Try to find at least one commendation and one recommendation for each participant, similar to speech evaluator points.
- Grammarian/Ah counter: this role is not always filled but if it is you can comment on the choice of the word of the day and the Grammarians' report, observation and delivery.
- Education slot: this role is not always filled but if it is you can comment on the delivery, information given, motivation, content, timing and other speaker evaluation points.

If you need help, ask a fellow club member. Enjoy yourself, have fun and be professional; learn by your mistakes, we've all made them and that is why Toastmasters is such a supportive environment.