



Script for General Evaluator

Good evening!

For the benefit of our members and guests, I am the general evaluator and I conduct the evaluation portion of our meeting. I will be calling on a team to assist me with giving feedback to our speakers and I will evaluate the entire meeting as well at the end.

Help me welcome _____ to evaluate the speech given by _____
evaluator #1 speaker #1

Say a sentence or two to acknowledge each evaluation.

Help me welcome _____ to evaluate the speech given by _____
evaluator #2 speaker #2

Help me welcome _____ to evaluate the speech given by _____
evaluator #3 speaker #3

It is important to get your message across in the allowed time, and for the meeting to run according to schedule.

*Our **timer**, _____, will now report on how we've done with the time. You may give your report from your place.*

*Next we'll hear from the **Wordmaster and Grammarian** _____ who has been tracking our use of the word of the day and listening for good uses of the language as well as points for improvement. You may give your report from your place.*

*The **ah-counter** tracks the use of verbal pauses – those ahs and ums that come out of our mouths while we think of the next thing to say and detract audience from our message.*

Our ah-counter is _____. You may give your report from your place.

Now I have a few comments on the meeting as a whole. Timer, please monitor my time between 2 and 3 minutes.

SOME IDEAS FOR MEETING EVALUTIONS

TIMELINESS

Did we start on time? Are we still on time?

MEETING SETUP AND ATHMOSPHERE

Was meeting agenda available ahead of time? Did we have welcoming and supportive learning environment? Did members welcome guests and new members?

OPENING OF THE MEETING

Were guests introduced? Were the new members recognized?

MEETING HELPERS

Comment on the Toastmaster of the Day, Inspiration, Timer, Ah-Couter, Wordmaster and Table Topics Master. Were the reports helpful, smooth, audible, and positive? Were the time limits observed? Are there any areas for improvement?

SPEAKERS AND EVALUATORS

Were the speakers prepared? Did the evaluators provide valuable feedback, appropriate for the experience level of the speakers?

EDUCATE - ELEVATE - ENTERTAIN

Did the meeting check all three Es?

MISCELLANEOUS OBSERVATIONS AND COMMENTS

Interesting ideas, milestones achieved, etc.

That concludes the general evaluation segment.

Let's welcome back our Toastmaster of the Day, _____.