



## BOATERS TOASTMASTERS CLUB No 2400

### EVALUATION

#### **OBJECTIVE**

- To provide constructive feedback, enabling a speaker to enhance their speaking skills and become a more effective speaker.

#### **PREPARATION**

- Read the speech project and objectives and evaluation guide beforehand
- Take note of any personal objectives of speaker in the introduction and build this into your evaluation.

#### **THE EVALUATOR'S SPEECH**

- An evaluation is a mini speech. It has an opening, body and ending. The opening is an introduction to the evaluation, e.g. setting the scene. The ending is a summary of the main points you have made and the body is where you concentrate on the commendations and recommendations (the CRC approach).
- Commendations have 2 components – state the issue that went well and explain why it worked.
- Recommendations have 3 components – state what issue could be improved, explain why it didn't work and make a suggestion for how it could be improved.

#### **WHAT TO LOOK FOR WHEN EVALUATING**

- (a) Content and Objectives
  - Preparation, research
  - Humorous, dramatic, enjoyment factor
  - Objectives met/followed.
- (b) Structure
  - Opening, body and conclusion?
  - Good structure – ideas connected? Logical? Confusing?
  - Opening had impact?
  - Message or challenge in conclusion?
- (c) Delivery
  - Voice qualities
    - Volume (too quiet or well projected?)

- Pitch (monotonous or varied?)
- Quality (lifeless or mellow?)
- Articulation (ums, ahs, mispronounced or pauses and well pronounced?)
- Timing (hesitant or fluent?)
- Variety (emotionless or conveys emotion?)
- Pace (too fast or too slow?)
  
- Gestures
  - Vague or precise?
  - Random or meaningful?
  - Distracting or enhancing the message
  
- Body Movement
  - Lifeless or animated?
  - Awkward or graceful?
  - Drew attention away from speech or enhanced attentiveness to speech?
  
- Facial Expressions
  - Artificial or natural?
  - Deadpan or animated?
  
- Eye Contact
  - Forced or natural?
  - Did/did not establish visual bond with listeners?
  
- Posture
  - Uncertain or confident?
  - Uneasy or poised?
  - Slouched or erect?

### COMMON MISTAKES

- No suggestions for improvement (imagine you paid \$10,000)
- Regurgitation evaluation
- Talking about yourself evaluation
- Giving a whitewash evaluation

### HOW YOU PRESENT YOUR EVALUATION

- Determine what commendations and recommendations would most help the speaker
- Make 1 or 2 commendations then 1 or 2 recommendations then a final commendation
- Speak to the whole audience not to the speaker
- Be specific (not general) and make a constructive recommendation, e.g. rather than “*he had distracting hand gestures*”, say “*when the speaker pounded the lectern it distracted me from the point he was trying to make because it was too loud*”
- Speak in the first person, e.g. “*I thought*” not “*we thought*” or “*one must not*”
- Use words that describe your own reactions, e.g. “*I was amazed*”
- Don’t repeat a point
- Don’t repeat a point
- Avoid words like “*never*” or “*always*” which detract from your message

- Promote self esteem
- Focus on the delivery not the rights or wrongs of the speakers views

#### **AS YOU CONCLUDE**

- Conclude on a positive note that helps build self esteem and self confidence, e.g. a part of the speech that impacted on you or that the speaker had shown dramatic improvement since a previous speech.

#### **AND REMEMBER – your original objective:**

**To provide constructive feedback, enabling a speaker to enhance their speaking skills and become a more effective speaker.**

#### **HOW NOT TO GIVE AN EVALUATION**

Bad luck Alan – you just didn't have it today did you? Your speech "Accountants – where has all the charisma gone?" promised so much yet delivered so little.

On the plus side, your effort had an opening body and conclusion but we all thought it lacked direction and oomph!

Your speech generally had some vocal variety and voice variation but we thought you were too loud in places, and you should never use the phrase " I believe" more than once in a speech.

Great attempt at the use of humour but, sadly, it was just that (an attempt).

You did have plenty of gestures which was great but if you keep poking your fingers the way you do, someone is going to lose an eye.

You had good posture for someone carrying that much weight.

So, in conclusion and without further ado, I would say, in summing up, at the end of the day, when all is said and done, but not beating about the bush, that, with a lot more work, today's presentation could be a really average speech but don't give up just yet because you've done worse than this.