



WHERE LEADERS ARE MADE

Role description: *Speech Evaluator*

Taking on this role improves listening skills, critical thinking and positive feedback skills.

In Toastmasters, feedback is called evaluation, and it is the heart of the Toastmasters educational program. You observe the speeches and leadership roles of your fellow club members and offer evaluations of their efforts, as they do the same for you.

Your duties as *Speech Evaluator*:

Before the meeting:

- Contact the person you have been assigned to evaluate and ask the speaker:
 - What is the project they will present
 - If there are specific areas they wish to be evaluated on in addition to the requirements of their current speech assignment
 - To bring a printed Pathways evaluation form to the meeting for you to use

During the meeting:

- ***Shake hands with Toastmaster of the Evening when stepping upon and leaving the stage***
- Take careful notes on the speech as it is given
- Provide verbal and written evaluation of the speaker according to the instructions on performing evaluations available in the [Pathways curriculum](#) and/or in the [Effective Evaluation manual](#).
- Answer evaluation questions on the speaker's evaluation form as objectively as possible
- When giving any evaluation, offer praise as well as constructive criticism. Even with advanced speakers there is always room for improvement.

You can find [more information about the Speech Evaluator role on the Toastmasters website](#)