

The Evaluation of the Evaluator

"The way to convince another is to state your case moderately and accurately. Then scratch your head, or shake it a little and say that is the way it seems to you, but that of course you may be mistaken about it; which causes your listener to receive what you have to say, and as like as not, turn about and try to convince you of it, since you are in doubt. But if you got to him in a tone of positiveness and arrogance you only make an opponent of him."

— Benjamin Franklin

EXPLANATORY REMARKS

The purpose of this check-sheet is to help improve evaluation by describing the evaluator's performance in an organized fashion and provide ways for his improvement.

This form is handed out by the general evaluator or the program chairman prior to the start of the speech program.

This form is given to each evaluators' evaluator, including the general evaluator, and to the members of the audience.

The evaluators' evaluator checks his observations in the spaces indicated after listening to each evaluation presentation.

The evaluators' evaluator checks only items which are relevant to the evaluation presentation.

No oral report will ordinarily be given as part of the evaluation.

The audience, general evaluator, speaker and his evaluator are also invited to participate in this evaluation.

Hand this sheet to the evaluator who is responsible for evaluating the presentation. He will then prepare a review of his impressions as well as any others submitted to him by the audience or general evaluator. At the option of the speaker, this review may be discussed with him during the club meeting or privately after the meeting.

TOASTMASTERS INTERNATIONAL

2200 N. Grand Avenue
P.O. Box 10400
SANTA ANA, CALIFORNIA 92711

Evaluator _____

I have been asked to study your evaluation this evening, and to give you my description of your performance as — General Evaluator — Individual Evaluator.

(Underline appropriate term)

Since this is my reaction, I feel that a discussion of your presentation either as part of a panel or privately would be advantageous.

Signed _____

Date _____

IN MY OPINION THE FOLLOWING PHRASES CAN BEST DESCRIBE YOUR WORK AS AN EVALUATOR:

	YES	NO	SOME-TIMES
1. You included a dialogue with the speaker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. You provided an adequate description of the action upon which to base your suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. You primarily discussed points related to the educational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. You showed evidence of careful analysis and included all of the educational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Your negative comments concluded with suggestions for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. You reinforced effective speaking habits with praise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Your evaluation was well phrased and to the point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. You described all serious errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. You showed how to improve and gave helpful suggestions on weak points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. There was agreement on what action was to be taken in order to improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. You stated your thoughts in an organized manner similar to a mini-speech.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. (For General Evaluator) You gave helpful general comments on the entire meeting, and expanded on points omitted by individual evaluators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. (For General Evaluator) You avoided repeating the comments of the individual evaluators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. (For General Evaluator) Your timing was excellent. You held the individual evaluators to time, your summary was brief and included all of the important ideas of the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMEMBER: These are personal impressions intended to help describe your total performance as an evaluator.

I suggest that in future evaluations, you should:
(check the appropriate statement)

- Involve the speaker in a dialogue concerning the major educational objectives of his presentation.
- Limit the use of value judgments, i.e., using terms "good" or "bad" and simply describe your suggestion for improvement or describe points as a reinforcement to an effective presentation.
- Discuss the educational objectives and only the most significant points you wish to reinforce.

Other _____
