

Evaluation Guide

Five key points.....remember brevity is beautiful

- 1. Prepare**
 - a. Connect with speaker**
 - b. Read speech project**
 - c. Key on objectives**
- 2. Remember the Goal**
 - a. Motivate**
 - b. Help improve**
 - c. Use CRC (Commend-Recommend-Commend)**
 - i. Keep them grouped**
 - ii. End positive**
- 3. Be efficient**
 - a. 2.5 minutes**
 - i. Avoid long pre-amble**
 - ii. Review objectives in own words**
 - iii. Be selectiveno 3.5 minutes on 5 minute speech**
- 4. Give them something to chew on**
 - a. Be positive**
 - b. Something tangible.....be honest**
 - c. Safe haven.....prep for the real world**
- 5. It's personal**
 - a. I feelThe single most important aspect**
 - b. Use I feel, I perceive, "it appears to me", consider for next time**
 - c. Makes the recipient more receptive to your feedback**
 - d. Makes the audience more receptive to your feedback**
 - e. One of the greatest takeaways skills you will learn from Toastmasters**

Presented December 2010, by Kim Wright, CTM.