

Evaluator

Record Time Requested:_____ Record Actual Time:_____

- My job is not to evaluate what the speaker said but how she said it. These observations are of my own opinion.
- Inform group of which speech I'm evaluating: (i.e., "Speaking with Sincerity")
- Manual objectives:
 - (Fill in objectives from manual here.)
- Speakers Goals:
 - (Anything special the speaker has asked you to watch for goes here.)

Here is the "Sandwich":

- These are the things I feel the speaker did well:
 - Talk about the column checked "Satisfactory" (from manual), if applicable
 - These are the things I feel the speaker could do better at:
 - Talk about the column checked "Should Improve" (in manual), if applicable
 - Suggestions may be:
 - Look at us more
 - Speak louder
 - Use more gestures
 - Make clear transitions
 - Practice speech 1 more time
 - I was confused about.....
 - It would have been more clearer if.....
 - This is what I liked about the speech:
 - Talk about the column checked "Excellent" (in manual), if applicable
 - Ask for Grammarian's report
 - Ask for TimeKeeper's report
 - Now I'd like to open the discussion to the rest of the group for your comments and reactions..... Would someone else like to add anything?
- Now I'd like to return the meeting to the ToastMaster.....