

## GENERAL EVALUATION

Date \_\_\_\_\_

To **Evaluators** for the Prepared Talks  
Assist \_\_\_\_\_ will evaluate \_\_\_\_\_'s speech  
Me: \_\_\_\_\_ will evaluate \_\_\_\_\_'s speech  
\_\_\_\_\_ will evaluate \_\_\_\_\_'s speech  
& our **Grammarian** \_\_\_\_\_

“Ask **Timekeeper** for the Timing Procedures for Evaluations.”  
(Introduce each evaluator one-at-a-time to give their evaluations)

After speech evaluations, ask: “**Timekeeper**, were the Evaluations within time limits?”  
“Now, please **vote** for **best evaluator**, and pass your ballot to the Timer/Vote Counter.”

Now for my General Evaluation of the meeting, as a whole! –

Sergeant at Arms  
Room Prepared  
Greet Each Person  
Name Tags / Guest Roster

Opening (President)  
Start (& Close) on Time  
Business (brief)  
Program Changes/Update given (VP Educ)  
Introduction of Toastmaster

Toastmaster  
Toastmaster “fill in” Holes in Agenda  
Times on Agenda (& followed)  
Other specific comments about handling this job

Introductions -  
Inspiration/Joke -

Prepared Speeches (general comments, speech evaluators gave more specific evaluations)

Table Topics  
Non-Participants Involved?  
Topics Appropriate/Thought-Provoking

Speech Evaluations  
Thorough?  
Helpful? (Suggestions for Improvement)  
Encouraging? (Strong Points Mentioned)

Time Limits Observed (agenda, etc)? Fun?  
“Now we’ll turn the time over to our **Grammarian**.”  
When Grammarian is finished, return control to the Toastmaster.