



Evaluator

Give specific, motivating feedback that helps a speaker improve.

Purpose

The Evaluator gives a prepared speaker useful feedback on what worked, what could be stronger, and how to improve next time. A good evaluation is honest, kind, specific, and motivating.

Before the meeting

- Contact the speaker before the meeting.
- Confirm the speech title, Pathways project, objectives, and timing.
- Ask the speaker what feedback they most want.
- Read the project evaluation criteria if available.
- Prepare a simple note structure so you can listen without over-writing.

During the speech

Listen for:

- Opening: did it capture attention?
- Structure: was there a clear beginning, middle, and close?
- Message: was the purpose clear?
- Vocal variety: pace, pause, pitch, volume, and emphasis.
- Body language: stance, gestures, facial expression, and movement.
- Audience connection: eye contact, energy, relevance, and response.
- Project objective: did the speaker meet the assignment?

Evaluation structure

Use a simple three-part structure:

1. Commend: name one or two things the speaker did well.
2. Recommend: give one or two practical improvements.
3. Encourage: end with confidence and a next step.

Delivery standard

- Speak mostly to the speaker, while including the audience.
- Use "I noticed..." and "I suggest..." rather than absolute judgement.
- Give examples from the speech.
- Offer solutions, not only criticism.
- Keep to the time limit, usually 2 to 3 minutes.

Avoid

- Retelling the whole speech.



Ballito Toastmasters Club

Meeting Role Guide

- Listing every issue you noticed.
- False praise.
- Jokes at the speaker's expense.
- Personal criticism that is better shared privately.

Evaluation note template

- Speaker:
- Speech title:
- Project objective:
- Strongest moment:
- One delivery strength:
- One structure or content strength:
- One improvement:
- Suggested action:
- Encouraging close:

Ballito standard

Be direct enough to be useful and kind enough to be trusted. A speaker should leave your evaluation knowing exactly what to keep, what to improve, and how to attempt the next speech.

Source basis

- Toastmasters International Club Meeting Roles: <https://www.toastmasters.org/membership/club-meeting-roles>
- Toastmasters International Evaluator role: <https://www.toastmasters.org/membership/club-meeting-roles/evaluator>
- Ballito Toastmasters local evaluator notes.