

## EVALUATOR

**READ:** "Meeting Roles & Responsibilities" in the Communication & Leadership Manual,  
Page 71  
The Toastmaster Manual, "Effective Speech Evaluations"

**YOU ARE THE "MENTOR OF THE MOMENT"**

**It's up to you to make the meeting a learning experience for the Speaker.**

### Before the Meeting

- CONTACT THE SPEAKER FIVE DAYS *or more* before the meeting: Find out three things:
  - 1) Manual Project Number of the Speech
  - 2) Individual objectives of the Speaker
  - 3) If the Speaker needs any help or suggestions
- Remind the Speaker to bring his Manual to the meeting for you to fill out.
- Study the objectives of the manual project.

***IF IT IS AN ADVANCED SPEECH AND YOU DO NOT HAVE THE MANUAL, ASK THE SPEAKER TO MAIL YOU A COPY IN TIME TO STUDY BEFORE THE DAY OF THE MEETING.***

If there are any problems, contact your General Evaluator and the Vice President of Education.

### Upon Arrival of the Meeting

- Ask the Speaker for his Manual.
- Discuss any last minute concerns.

### During the Meeting

- Sit where you can easily see the lectern.
- During your oral evaluation, do not read the questions off from the written evaluation portion and answer them one at a time. Remember that your oral evaluation is a "mini-speech". You have one and a half minutes to three and one-half minutes.

### After the Meeting

Return the manual to the Speaker. Add verbal encouragement, especially if you were not able to cover everything in the oral evaluation.