



## SIM I TOASTMASTERS CLUB

### GENERAL EVALUATOR

#### ROLE

Your role is to provide feedback on the whole night's proceedings, give credit for good points and practices and give recommendations for improvements where shortcomings were noted. Fill up the General Evaluation Feedback Form and hand it to President/VPE at the end of chapter meeting.

You are not required to provide feedback on prepared speech speakers.

#### CHECKLIST

- Registration

Who is manning the counter?

Did they arrive before the guest?

Were the guests and members properly welcomed and made to feel at ease?

Qualities

Warmth/Friendliness

- Sergeant At Arms

Punctuality

Did the meeting start on time?

Room Set Up

Was it in order before the meeting started?

Facilities

Were the following available and enough?



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Whiteboard, markers, flipchart, agenda, voting slips, paper, pencils, and appointment holder's placards, name tags for guest  
Was the banner prominently displayed?

Introduction      How effective did the SAA get the guest to introduce himself/herself?  
Did he/she ask audience to withhold their applause until the last guest has introduced himself/herself?

Qualities            Enthusiastic

- President

Opening Address      Were the theme and subject matter relevant?  
Did he/she take too long to deliver?  
Has he/she succeeded in setting the tone for the meeting?

Qualities            Dynamic & Organized

- Table Topics Masters

Topics                Stimulating? Wide-ranging?  
Suitable for everyone to speak?

Participations      Were there too many speakers per topic?  
Was the audience participation good?



Comment on the speaker and the adherence to time taken per topic.

Qualities                      Engaging & Interactive

- Timers

Timing  
Procedures                      Comment on the need to speak within time limit  
Comment on the time keeper's effort in helping the speakers to speak within the time limit.

Qualities                      Clarity

- Ah Counter

Time fillers                      Did he/she comment adequately on the use of "ums", "ahs" "you know", "so" etc

Qualities                      Clarity and able to provide detailed analysis

- Evaluator's Report

Project  
Speeches                      Did he/she comment appropriately on the speeches presented?

Comment on the speeches if the evaluations did not cover them adequately.



Feedback      Do you agree with the evaluations?

*Give credit for good evaluations and moderate on the evaluation which you think were too harsh or partial...*

Qualities      Compassionate & Constructive

- Language Evaluator

Grammar      Did he/she comment adequately on the pronunciation and usage of the English Language?

Were any points missed?

Qualities      Helpful  
Constructive  
Effective

- Toastmaster of the Evening

Introduction      Did he/she explain the functions of the assignment clearly?

Did he/she introduce the speakers positively?

Meeting      Did he/she conduct the meeting smoothly?



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Did he/she come fully prepared for the assignment?

Qualities	Enthusiastic Organized Knowledgeable Well-researched
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- OVERALL COMMENT

Was the Meeting well organized?

Was anything unique and worthy of praise?

Did you enjoy the evening?

Comment on the protocol and attire of appointment holders

Do you have any suggestion to add to the agenda?