

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.

General Evaluator's "Rate the Meeting" Form

General Evaluator _____

Date _____

Directions: Rate the following categories on a scale from 1 to 5 (1=Excellent, 2=Good, 3=Satisfactory, 4=Should Improve, 5=Requires Immediate Attention). Add comments and/or suggestions in the space provided.

Category	Rating	Comments					
START: On time? Were the call to order, invocation, pledge to the flag, and opening remarks handled smoothly and orderly?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
BUSINESS: Done smoothly or did it drag? Too much time spent on triviality or did business get "railroaded through?" Was proper parliamentary procedure followed?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
TABLE TOPICS: Did members not on the program participate? Were the topics appropriate? Did topics monopolize time?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
GUESTS: How many were present? Did each member introduce him/herself? Was each guest made to feel like the most important person in the room? How many became members?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
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INTRODUCTIONS: Consider all introductions--Toastmaster, guests, topicmaster, speakers, and evaluators. All deserve more than just name and title (duty).	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
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SPEAKERS: Did the speakers accomplish their purpose? Did they use and follow their manuals? Were they well prepared?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
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EVALUATIONS: Consider thoroughness, length, and tact. How helpful do they seem to be? Were there suggestions for improvement? Did the evaluations have CRE (commendations, recommendations, and encouragement)?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
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TIMING: Were the time limits observed? Was the meeting smooth-flowing? Did it drag anywhere?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
FUN: Did the members seem to enjoy the meeting? Did you enjoy it? What was the tone of the meeting?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
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PROGRAM: Did the program meet the Toastmasters standard of excellence for variety, imagination, and participation? Did the program provide the members with a rewarding, educational experience in communication and leadership development?	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5	
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