



Effective Speech Evaluation Tips and Techniques for Giving Helpful Evaluations

These guidelines are from Toastmaster's International

Before the Meeting:

Read the speech project. Every speech project in the basic Communication and Leadership program manual and Advanced Communication and Leadership Program manuals has a different **purpose and different objectives**. You will have difficulty evaluating a speech if you are not familiar with the manual **speech project and objectives**. Before the Club meeting, obtain the manual from which the speaker is speaking and carefully read the project description and objectives. *

Read the evaluation guide for the project. The guide explains what you should be looking for as you evaluate the speech. It lists specific questions about the speaker and the speech for you to answer and provides a space in which you may write comments. This is the written evaluation you will give to **the speaker after the meeting**. You will also use this guide as a basis for **your oral evaluation**. Your evaluation need not be **limited to these points, however**. If you want to comment on other aspects of the speech, you are welcome to do so.

Talk with the speaker. This is an important yet sometimes neglected step. Your evaluation will be most helpful to the speaker if you are aware of the speaker's general goals and of specific areas in which the speaker would like help and feedback. If the speaker advises you, for example, that he/she is working on eliminating a nervous gesture often made, you may want to specifically address this in your evaluation, even though the evaluation guides does not mention it.

During the meeting:

Before the meeting begins, get the speaker's manual and turn to **the project evaluation guide**. When the speaker is finished, **begin preparing the evaluation**. Complete the evaluation guide. If unable to complete it during the meeting do so as quickly as possible after the meeting and **return the book to the speaker**. **Prepare your oral evaluation**. For specific evaluation guidelines, please read the booklet from which this information was taken.

Evaluation Time:

Two to three minutes.