



Script for General Evaluator

Good evening, fellow toastmasters and our guests.

For the benefit of our members and guests, I am the general evaluator today and I conduct the evaluation portion of our meeting. I will be calling on a team to assist me with giving feedback to our speakers and I will evaluate the entire meeting as well at the end.

Help me welcome _____ to evaluate the speech given by _____
evaluator #1 speaker #1

Say a sentence or two to acknowledge each evaluation.

Help me welcome _____ to evaluate the speech given by _____
evaluator #2 speaker #2

Help me welcome _____ to evaluate the speech given by _____
evaluator #3 speaker #3

*Next we'll hear from the **grammarian** _____ who's been listening for good uses of the language as well as points for improvement. You may give your report from your place.*

*Our word today was _____, and our **wordmaster** _____ has been tracking our use of the word. You may give the report from your place.*

*The **ah-counter** tracks the use of verbal pauses – those ah's and um's that come out of our mouths while we think of the next thing to say. These verbal pauses detract from our message, and we stop counting at five.*

Our ah-counter is _____. You may give your report from your place.

It is important to get your message across in the allowed time, and for the meeting to run according to schedule.

*Our **timer**, _____, will now report on how we've done with the time. You may give your report from your place.*

Now I have a few comments on the meeting as a whole. Timer, please monitor my time between 2 and 3 minutes.

START

Meeting on time? Call to order, and opening handled smoothly?

BUSINESS

Run smoothly? Did it drag? Was concise agenda followed?

GUESTS

Were guests introduced? Did members welcome guests and new members? Was printed information available?

INTRODUCTIONS

Toastmaster of the Day, Table Topics Master, Speakers, Evaluators – were more than just names given?

SPEAKERS

Manual speeches? Were the speakers prepared?

Did the evaluator Acknowledge the positive, suggest something to do Better or differently and Congratulate and Conclude (ABC)? Was the tone positive, and appropriate for the experience level of the speaker?

TABLE TOPICS

Were topics appropriate? Did Table Topics Master take too much time introducing the questions and topics? Did the Table Topics segment end on time? Did the Table Topics Master call on members who did not have speaking roles?

GRAMMARIAN, WORDMASTER, AH COUNTER, TIMER

Were the reports helpful, smooth, audible, and positive? Were the timing limits observed?

FUN

Did everyone seem to enjoy the meeting? Did you enjoy it? What was the tone?

MISCELLANEOUS OBSERVATIONS AND COMMENTS

Interesting ideas, milestones achieved, etc.

That concludes the general evaluation segment.

Let's welcome back our Toastmaster of the Day, _____ .