

Hello Friends:

Here are my observations as General Evaluator during yesterday's meeting.

Allen to opening the meeting:

Well done:

- presented the 4 taboo subjects
- introduced yourself as the incoming president

To consider:

- share a bit of background about Toastmasters International and I.C.E. Club

Iris as TM:

Well done:

- In-depth connection to theme
- The story about the injection was appropriate.
- Good separation between empathy and sympathy
- Very energetic and warm nonverbal gestures and personality

To consider:

- Announce schedule changes at start of meeting so everyone is aware of changes
- Give a bit more of an introduction to the speakers.
- Also, please have the evaluators read the main speech objectives so that the audience knows what the speakers are trying to accomplish.

Mark as Wordmaster:

Well Done:

- Choice of word connected to theme

To Consider:

- Use the word in more sentences as examples
- Provide synonyms and antonyms

Allen as TTE:

Well done:

- The questions were very well constructed
- The PPT was well designed

To Consider:

- Please call on senior members to go first. Avoid asking for volunteers.
- Only 2-3 guests should be given the opportunity to speak. Please encourage all members to take the chance to speak. As a club, we do not have to give all the guests the chance to speak. We should, however, encourage all members, especially those with no roles for the evening, or small roles, to speak. Members come first!

Laura as TTE:

Well done:

- Laura is clearly an experienced member. She observed and pointed out many of the important points about Allen's role as TTM.
- Also, Laura had really strong and valid points to make about the TT speakers. Very well done to Laura.

To Consider:

- Give a suggestion to Allen that perhaps he can explain more about Table Topics in terms of what it is and why we do it. I felt he just jumped right into the activity without really establishing some needed context.

Mark giving his Word report:

Well done:

- I really liked your creativity, Mark, especially how you make different categories, such as grammar, pronunciation, etc.
- I also liked how you give specific pronunciation examples.

To consider:

- It is within your role to also highlight effective and golden use of speech and language.

Jane as Timer:

Well done:

- As a guest (and soon-to-be member) Jane fulfilled the timing role with poise. It showed her leadership and risk taking to jump into the role and assist the club.

To consider:

- Be strict with the timing role. I know we want our members to finish their presentations, but Time is bigger than all of us. Time is king, and we are all beholden to its merciless power.

Mengtong as Evaluator:

Well done:

- Excellent job at making a wide swath of observations regarding Susan's speech, especially with regards to structure and the visuals
- Excellent job at providing context and personal connection to the speech.

To consider:

- Use the objectives from the speech manual to guide your evaluation comments.

- Most of your time was spent discussing Susan's speech vs. Sherry speech. However, as you are new to evaluations, you were put into a position that was a challenge: deliver back-to-back speech evaluations.
- Provide more suggestions for both Susan and Sherry as to what they can do for improvement. As we talked after the meeting, I know this is hard to do, especially as you are relatively new to Toastmasters and to evaluations. The only way to really become better at evaluating speeches is to do more evaluations and to observe more experienced evaluators. Here is the link I mentioned where I have uploaded some speeches for practice: <https://imageevent.com/mrharris/speechesforanalysis> Also, perhaps we need to have more workshops in the club that discuss how to evaluate. Let's put this on the agenda for an upcoming meeting. Also, as I mentioned above, you should not have taken on two evaluator roles, as you are new to evaluations.

Vincent as Ah Counter:

- I brought up the point that many speakers had double digit Ahs & Ums. As I asked the question yesterday: What good does it do if I (or any Ah counter) inform you of your Ahs and Ums after the fact? This is a question that more than a few clubs have not answered sufficiently. I have an answer to this issue, and I will share it in a separate post.

For the club to consider:

- Make schedule change announcements at the beginning of the meeting.
- Please be careful with overburdening members, especially newer members, with excessive roles. For example, Mengtong giving two evaluations? I think this was a bit much for her.
- For Table Topics, please avoid starting off the session with a call for volunteers. First call experienced members...then invite a couple of guests. Also...do not attempt to call up all the guests. Table topics is a time for members to get their stage time. Members should be encouraged to

participate, especially those with no roles for the meeting or those with small roles. Members come first!

- Time is king! Empower the timer to be strict with the timing. Follow the timing procedures. Start clapping when the maximum time has expired so that the speaker stops talking. We are all equal and must stay within the agreed upon time frame
- Toastmaster of the Day should lead the clapping/applause during all transitions from one part of the schedule to the other. Anytime someone comes up to the stage, give applause for that person. When that person leaves the stage, give applause for that person.
- All function role players should be able to articulate the What, Why, and How of their role. What are we doing? Why are we doing this? How do we do this? This is part of the presentation that a role player provides when he or she is introducing the role.
- There is an issue with the projector shining the light directly into the speaker's face. Please consider "stage management" and discuss where speakers will stand and who will manage the projector (turning it off and on).
- At the beginning of the meeting when you invite guests to the stage, ask them to talk about three things: their name; where they are from; how they found out about I.C.E. Do not just say introduce yourself. Many guests are nervous. Give them something specific to which they can answer. Also...this helps to speed along the guest introduction of the meeting.
- We need to have more workshops in the club with the focus on how to give effective evaluations...and we can also discuss how to perform the role player roles more effectively. These types of workshops are very important, especially as we begin a new year, have a new officer team, and have new members.

All the best,

~Vincent