

# Evaluator Cheat Sheet

## Notes

- Remember, your goal is to help the speaker improve.
  - Comment on content, organization, delivery.
  - Pay attention to notes in manual.
  - The speakers' goals vary by manual project, but the goal is maximum effectiveness of the speech.
- For your reference, here are the Ten Behaviors of an Effective Evaluator:
  - Show that you care
  - Suit your evaluation to the speaker
  - Learn the speaker's objectives
  - Listen actively
  - Personalize your language
  - Give positive reinforcement
  - Help the speaker become motivated
  - Evaluate the behavior - not the person
  - Nourish self-esteem
  - Show the speaker how to improve

## Your evaluation:

- Remember to address: Mr. Toastmaster; Mr. General Evaluator; Fellow Toastmasters; Guests; and especially speaker \_\_\_\_\_:
- Begin with your best attention getter:
- State the goals for the speech:
- Present 3 positives:
  - +
  - +
  - +
- Provide some constructive criticism:
  - 
  -
- Provide the most significant improvement you could make:
  - 
  -
- Provide more positives:
  - +
  - +
- End with your 2nd best attention getter and closing