



POWER EVALUATOR HANDBOOK

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Who can be an evaluator?

- Anyone who can read and understand the objectives of the speech.**
- Anyone who has the analytical quality and able to recommend ways to improve.**
- Anyone who uses good technique to motivate and inspire the speaker.**
- Anyone who can conclude with a positive note.**

Basic Communication Program

- **The Ice Breaker**
- **Organize Your Speech**
- **Get To The Point**



Rudimentary Skills

- **How To Say It**
- **Your Body Speaks**
- **Vocal Variety**



Technical Skills

- **Research Your Topic**
- **Get Comfortable With Visual Aids**
- **Persuade With Power**
- **Inspire Your Audience**



Application Skills

Rudimentary Skills

Project 1 – The Ice Breaker

- To begin speaking before an audience.
- To discover speaking skills you already have and skills that need some attention.

Project 2 – Organize Your Speech

- To select an appropriate outline which allows listeners to easily follow and understand your speech.
- Make your message clear, with supporting material directly contributing to that message.
- Use appropriate transitions when moving from one idea to another.
- Create a strong opening and conclusion.

Project 3 – Get To The Point

- To select a speech and determine its general and specific purposes.
- To organize a speech in a manner that best achieves those purposes.
- Ensure the beginning; body and conclusion reinforce the purposes.
- Project sincerely and conviction and control any nervousness you may feel. Strive not to use notes.

Technical Skills

Project 4 - How To Say It

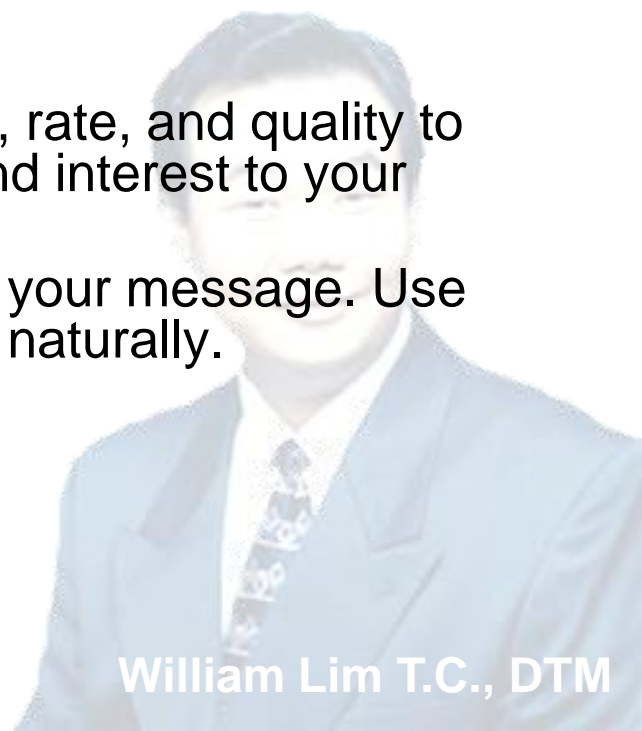
- To select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- Use rhetorical devices to enhance and emphasize ideas. Eliminate jargon and unnecessary words.
- Use correct grammar

Project 5 - Your Body Speaks

- To use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- Make your body language smooth and natural.

Project 6 – Vocal Variety

- To use voice volume, pitch, rate, and quality to reflect and add meaning and interest to your message.
- To use pauses to enhance your message. Use vocal variety smoothly and naturally.



Application Skills

Project 7 - Research Your Topic

- To collect information about your topic from numerous sources.
- To carefully support your points and opinions with specific facts, examples, and illustrations gathered through research.

Project 8 - Get Comfortable With Visual Aids

- To select visual aids that is appropriate for your message and the audience.
- To use visual aids correctly with ease and confidence.

Project 9 – Persuade With Power

- To persuade listener to adopt your ideas or viewpoint or take some action.
- To appeal the audience's interest.
- Use logic and emotional to support your position. Avoid using notes.

Project 10 – Inspire Your Audience

- To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.
- To appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama. Avoid using notes.

Advanced Communication Program

- **The Entertaining Speaker (226-A)**
- **Speaking To Inform (226-B)**
- **Public Relations (226-C)**
- **Facilitating Discussion (226-D)**
- **Specialty Speeches (226-E)**
- **Speeches By Management (226-F)**
- **The Professional Speaker (226-G)**
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- **Communicating On Television (226-J)**
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- **Interpretive Reading (226-L)**
- **Interpersonal Communications (226-M)**
- **Special Occasion Speeches (226-N)**
- **Humorously Speaking (226-O)**

The Entertaining Speaker

- **The Entertaining Speech**

- Entertain the audience through use of humor and/or drama drawn from your personal experience.
- Organize an entertaining speech for maximum audience impact.
- Time: 5 to 7 minutes

- **Resources for Entertainment**

- Draw humorous and/or dramatic material from sources other than your own personal experience.
- Adapt your material to suit your topic, your own personality and the audience.
- Use entertaining material as a means of conveying a serious message.
- Time: 8 to 10 minutes

- **Make Them Laugh**

- Prepare a humorous speech drawn from your own experience.
- Strengthen the speech by adapting and personalizing humorous material from outside sources.
- Deliver the speech in a way that makes the humor effective.
- Time: 8 to 10 minutes

- **A Dramatic Talk**

- Develop an entertaining dramatic talk about an experience or incident, or give a dramatic reading.
- Include vivid imagery, characters and dialogue.
- Deliver the talk in an interpretative manner.
- Time: 10 to 12 minutes

- **Speaking After Dinner**

- Prepare an entertaining after-dinner talk on a specific theme.
- Deliver the talk extemporaneously, using the skills developed in the preceding entertainment projects.
- Time: 13 to 15 minutes



Speaking To Inform

- **The Speech to Inform**
 - Select new and useful information for presentation to the audience
 - Organize the information for easy understandability and retention.
 - Present the information in a way that will help motivate the audience to learn.
 - Time: 5 to 7 minutes
- **Resources for Informing**
 - Analyze the knowledge level of your audience regarding your chosen subject.
 - Focus your presentation at the audience's level of knowledge.
 - Build a supporting case for each major point through use of explanation, examples, and information gathered research.
 - Effectively use at least one visual aid to enhance the audience's understanding.
 - Time: 8 to 10 minutes
- **The Demonstration Talk**
 - Prepare a demonstration speech to clearly explain a process, product, or activity
 - Conduct the demonstration as part of a speech delivered without notes.
 - Time: 10 to 12 minutes
- **A Fact-Finding Report**
 - Prepare a report on a situation, event, or problem of interest to the audience.
 - Deliver sufficient factual information in your report so that the audience can base valid conclusions or a sound decision on it.
 - Time: 10 to 12 minutes
- **The Abstract Concept**
 - Research and organize the thought of experts on an abstract concept, theory, historical force, or social political issue.
 - Present the ideas in a clear and interesting manner.
 - Time: 10 to 12 minutes.

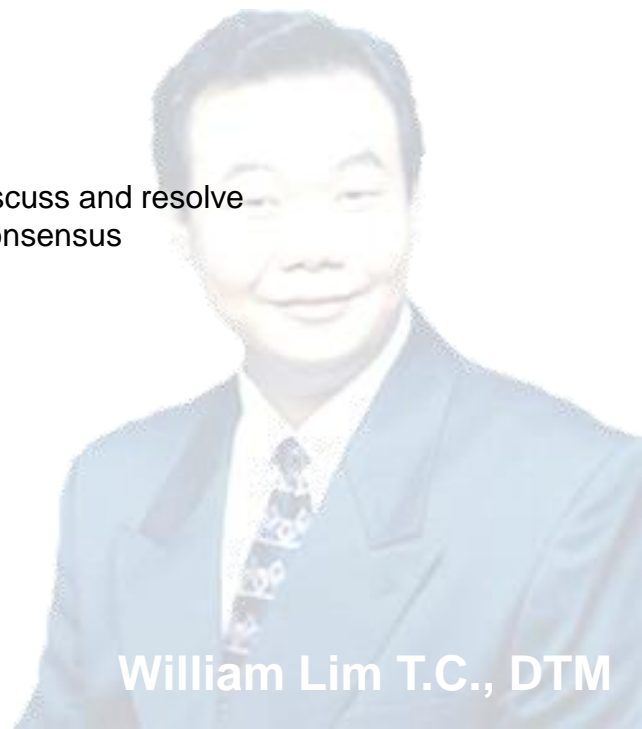
Public Relations

- **The Public Relations Speech**
 - Prepare a talk that will build goodwill for your organization by supplying useful information of interest to the audience.
 - Favorably influence the audience by the skillful and friendly delivery of your talk.
 - Time: 5 to 7 minutes
- **Resources for Goodwill**
 - Research the operation and benefits of an organization or company.
 - Prepare a talk designed to build goodwill toward it by presenting factual information.
 - Analyze the common interests of your audience and focus your presentation on those interests.
 - Effectively use at least one visual aid to enhance the audience's understanding.
 - Time: 8 to 10 minutes
- **The Persuasive Approach**
 - Direct a persuasive appeal to the audience's self-interests using a combination of fact and emotion in a speech delivered in such a manner that it appears extemporaneous.
 - Persuade the audience to adopt your viewpoint by the use of standard persuasive techniques.
 - Time: 8 to 10 minutes
- **Speaking Under Fire**
 - Prepare a talk to persuade a hostile audience at least to consider your position on a controversial issue.
 - Conduct a question-and-answer period on the speech subject.
 - Time: 6 to 8 minutes for speech – 8 to 10 minutes for question period
- **The Media Speech**
 - Write a speech script on behalf of a social cause.
 - Using the script, present the speech to persuade a general television audience.
 - Time: 8 minutes, plus or minus 30 seconds*

* This project has special requirements to simulate a television broadcast. Make arrangements in advance for the proper equipment. If at all possible, a club might arrange for their members to witness an actual studio production for this project.

Facilitating Discussion

- **The Panel Moderator**
 - Select a topic for a panel discussion
 - Identify differing view-points to be addressed by panelists
 - Organize and moderate a panel discussion
 - Recommended Time: 28 to 30 minutes
 - Optional Time: 22 to 25 minutes
- **The Brainstorming Session**
 - Select a problem for a brainstorming session for which you serve as facilitator
 - Conduct a brainstorming session
 - Have participants reduce the list of ideas to the three best
 - Recommended Time: 31 to 33 minutes
 - Optional Time: 20 to 22 minutes
- **The Problem-Solving Discussion**
 - Discuss the three ideas generated in Project 2
 - Determine which one best resolves the problem
 - Recommended Time: 26 to 31 minutes
 - Optional Time: 19 to 23 minutes
- **Handling Challenging Situations**
 - Select a problem and ask club members to discuss and resolve it by either a majority vote or by compromise
 - Serve as facilitator for the discussion
 - Effectively handle any member's behavioral problems that may interfere with the discussion
 - Recommended Time 22 to 32 minutes
 - Optional Time: 12 to 21 minutes
- **Reaching a Consensus**
 - To select a problem for the group to discuss and resolve
 - As facilitator, help the group reach a consensus
 - Recommended Time: 31 to 37 minutes
 - Optional Time: 20 to 26 minutes



Specialty Speeches

- **Speak Off The Cuff**

- Develop an awareness of situations in which you might be called upon to deliver an impromptu speech.
- Understand how to prepare for impromptu speaking.
- Develop skill as a speaker in the impromptu situation by using one or more patterns to approach a topic under discussion; for example, comparing a past, present, future situation or before and after.
- Time: 5 to 7 minutes

- **Uplift The Spirit**

- Identify and understand the basic differences and similarities between inspirational speeches and other kinds of speeches.
- Learn how to evaluate audience feeling and establish emotional rapport.
- Develop a speech style and delivery that effectively expresses inspirational content by moving the audience to adopt your views.
- Time: 8 to 10 minutes.

- **Sell A Product**

- Understand the relationship of sales technique to persuasion.
- Skillfully use the four steps in a sales presentation: attention, interest, desire, action.
- Identify and promote a unique selling proposition in a sales presentation.
- Be able to handle objections and close a prospective buyer.
- Time: 10 to 12 minutes

- **Read Out Loud**

- Arrive at an understanding of the elements that comprise oral interpretation and how it differs from preparing and giving a speech.
- Learn the preparation or planning techniques of effective interpretation.
- Learn the principles of presentation and develop skill in interpretive reading with regard to voice and body as instruments of communication.
- Time: 12 to 15 minutes

- **Introduce The Speaker**

- Focus on the special occasion talk from the standpoint of the introducer (function chairman, toastmaster, master of ceremonies)
- Become knowledgeable and skilled in the functions associated with the master of ceremonies.
- Handle the introduction of other speakers at a club meeting.
- Time: The duration of a club meeting. (To be arranged with the educational vice-president.)

Speeches by Management

- **The Briefing**

- Apply the key steps in the preparation of a briefing and the organization of material.
- Give a briefing accordingly to a specific objective so that audience will have an understanding of the information.
- Effectively handle a question-and-answer session following the briefing.
- Time: 8 to 10 minutes for speech – 5 minutes for question period

- **The Technical Speech**

- Convert a technical paper or technical material and information into a technical speech.
- Organize a technical speech according to the inverted-pyramid approach.
- Write a technical speech as “spoken language,” not as an article.
- Give the speech by effectively reading out loud.
- Time: 8 to 10 minutes

- **Manage and Motivate**

- Understand the concept and nature of motivational method in management.
- Apply a four step motivational method with the objectives to persuade and inspire.
- Deliver a motivational speech to persuade an audience to agree with your management proposal.
- Time: 10 to 12 minutes

- **The Status Report**

- Organize and prepare a status report involving the overall condition of a plan or program, or performance of a department or company in relation to goals.
- Construct the report according to a four step pattern.
- Give an effective presentation of the report.
- Time: 10 to 12 minutes

- **Confrontation: The Adversary Relationship**

- Understand the definition and nature of the adversary relationship.
- Prepare for an adversary confrontation on a controversial management issue.
- Employing appropriate preparation methods, strategy, and techniques, for communicating with an adversary group as the representative of your company or corporation.
- Time: 5 minutes for speech – 10 minutes for question period

The Professional Speaker

- **The Keynote Address**

- Identify the basic differences between keynote speeches and other kinds of speeches.
- Learn how to evaluate audience feeling and establish emotional rapport.
- Learn and use the professional techniques necessary for a successful keynote presentation.
- Develop a speech style and delivery that effectively inspires and moves the audience to adopt your views as a collective reaffirmation of its own.
- Time: 15 to 20 minutes – longer if club program allows

- **Speaking to Entertain**

- Entertain the audience through the use of humor drawn from personal experience and from other material that you have personalized.
- Deliver the speech in a way that makes the humor effective.
- Establish personal rapport with your audience for maximum impact.
- Time: 15 to 20 minutes – longer if club program allows

- **The Sales Training Speech**

- Tell a sales audience how to sell a product by using a planned presentation.
- Inform a sales training audience about the human experience of the buyer-seller relationship.
- Use entertaining stories and dynamic examples of sales situations.
- Inspire salesperson to want to succeed in selling.
- Time: 15 to 20 minutes – longer if club program allows

- **The Professional Seminar**

- Plan and present a seminar with specific learning objectives.
- Relate to the audience by using a seminar presentation style.
- Use seminar presentation techniques to promote group participation, learning and personal growth.
- Time: 20 to 40 minutes

- **The Motivational Speech**

- Understand the concept and nature of motivational speaking.
- Apply a four-step motivational method with the purpose of persuading and inspiring.
- Deliver a motivational speech to persuade an audience to emotionally commit to an action.
- Time: 15 to 20 minutes – longer if club program allows

Technical Presentations

- **The Technical Briefing**

- Using a systematic approach, organize technical material into a concise presentation.
- Tailor the presentation to the audience's need, interests and knowledge levels.
- Time: 8 to 10 minutes

- **The Proposal**

- To prepare a technical presentation advocating a product, service, idea or course of action.
- To present your viewpoint logically and convincingly, using an inverted-pyramid approach.
- To effectively use a flipchart to illustrate your message.
- To effectively handle a question-and-answer period.
- Time: 8 to 10 minutes for speech; 3 to 5 minutes for question period

- **The Nontechnical Audience**

- Understand the principles of communicating complex information to nontechnical listeners.
- Build and deliver an interesting talk based on these principles.
- Answer audience questions that arise during the presentation.
- Use overhead transparencies to illustrate your message.
- Time: 10 to 12 minutes

- **Presenting a Technical Paper**

- Deliver an interesting speech based on a technical paper or article.
- Effectively use a flipchart, over-head projector or slides to illustrate your message.
- Time: 10 to 12 minutes

- **The Team Technical Presentation**

- Understand the nature and process of a team technical presentation.
- Conceptualize a briefing or proposal involving three or more speakers, including yourself.
- Assemble a team of club members capable of getting the job done.
- Orchestrate the planning, preparation and delivery of a team technical presentation.
- Time: 20 to 30 minutes*

*Arrangements for this presentation should be made with your club's Vice President Education well in advance. Also, you should arrange for an evaluator for each speaker.

Persuasive Speaking

- **The Effective Salesperson**

- Learn a technique for selling an inexpensive product in a retail store.
- Recognize a buyer's thought processes in making a purchase.
- Elicit information from a prospective buyer through questions.
- Match the buyer's situation with the most appropriate product.
- Time: 8 to 12 minutes

- **Conquering the “Cold Call”**

- Learn a technique for “Cold Call” selling of expensive products or services.
- Recognize the risks buyers assume in purchasing.
- Use questions to help the buyer discover problems with his or her current situation.
- Successfully handle buyer's objections and concerns.
- Time: 10 to 14 minutes

- **The Winning Proposal**

- Prepare a proposal advocating an idea or course of action.
- Organize the proposal using the six-step method provided.
- Time: 5 to 7 minutes

- **Addressing the Opposition**

- Prepare a talk on a controversial subject that persuade an audience to accept or at least consider your viewpoint.
- Construct the speech to appeal to the audience's logic and emotions.
- Time: 7 to 9 minutes for the speech, and 2 to 3 minutes for the question-and-answer period.

- **The Persuasive Leader**

- Communicate your vision and mission to an audience.
- Convince your audience to work toward achieving your vision and mission.
- Time: 6 to 8 minutes

Communicating on Television

- **Straight Talk**
 - To effectively present an opinion or viewpoint in a short time.
 - To simulate giving a presentation as part of a television broadcast.
 - Time: 3 minutes, plus or minus 30 seconds.
- **The Talk Show**
 - To understand the dynamics of a television interview or “talk” show.
 - To prepare for the questions that may be asked of you during a television interview program.
 - To present a positive image on the television camera.
 - To appear as a guest on a simulated television talk show.
 - Time: 10 minutes, plus or minus 30 seconds.
- **When You’re the Host**
 - To conduct a successful television interview.
 - To understand the dynamics of a successful television interview or “talk” show.
 - To prepare questions to ask during the interview program.
 - To present a positive, confident image on the television camera.
 - Time: 10 minutes, plus or minus 30 seconds.
- **The Press Conference**
 - To understand the nature of a television press conference.
 - To prepare for an adversary confrontation on a controversial or sensitive issue.
 - To employ appropriate preparation methods and strategies for communicating your organization’s viewpoint.
 - To present and maintain a positive image on television.
 - Time: 4 to 6 minutes for presentation, 8 to 10 minutes for question period.
- **Training On Television**
 - To learn how to develop and present an effective training program on television.
 - To receive personal feedback through the videotaping of your presentation.
 - Time: 5 to 7 minutes for the presentation, plus 5 to 7 minutes for playback of videotape.

Storytelling

- **The Folk Tale**

- To tell a folk tale that is entertaining and enjoyable for a specific age group.
- To use vivid imagery and voice to enhance the tale.
- Time: 7 to 9 minutes

- **Let's Get Personal**

- To learn the elements of a good story.
- To create and tell an original story based on a personal experience.
- Time: 6 to 8 minutes

- **The Moral of the Story**

- To understand that a story can be entertaining yet display moral values.
- To create a new story that offers a lesson or moral.
- To tell the story, using the skills developed in the previous two projects.
- Time: 4 to 6 minutes

- **The Touching Story**

- To understand the techniques available to arouse emotion.
- To become skilled in arousing emotion while telling a story.
- Time: 6 to 8 minutes

- **Bringing History to Life**

- To understand the purpose of stories about historical events or people.
- To use the storytelling skills developed in the preceding projects to tell a story about a historical event or person.
- Time 7 to 9 minutes

Interpretive Reading

- **Read A Story**
 - To understand the elements of interpretive reading.
 - To learn how to analyze a narrative and plan for effective interpretation.
 - To learn and apply vocal techniques that will aid in the effectiveness of the reading.
 - Time: 8 to 10 minutes
- **Interpreting Poetry**
 - To understand the differences between poetry and prose.
 - To recognize how poets use imagery, rhythm, meter, cadence and rhyme to convey the meanings and emotions of their poetry.
 - To apply vocal techniques that will aid in the effectiveness of the reading.
 - Time: 6 to 8 minutes
- **The Monodrama**
 - To understand the concept and nature of the monodrama.
 - To assume the identity of a character and to portray the physical and emotional aspects of this character to an audience.
 - Time: 5 to 7 minutes
- **The Play**
 - To adapt a play for interpretive reading.
 - To portray several characters in one reading, identifying them to the audience through voice changes and movement.
 - Time: 12 to 15 minutes
- **The Oratorical Speech**
 - To understand the structure of an effective speech.
 - To interpret and present a famous speech.
 - Time: 10 to 12 minutes

Interpersonal Communications

- **Conversing with Ease**
 - Identify techniques to use in conversing with strangers.
 - Recognize different levels of conversation.
 - Initiate a conversation with a stranger.
 - Use open-ended questions to solicit information for further conversation.
 - Time: 10 to 14 minutes
- **The Successful Negotiator**
 - Employ win/win negotiating strategies to achieve your goals.
 - Enjoy the benefits of win/win negotiating.
 - Time: 10 to 14 minutes
- **Diffusing Verbal Criticism**
 - Respond non-defensively to verbal criticism.
 - Employ a five-step method to identify the problem, diffuse the attack and arrive at a solution.
 - Time: 10 to 14 minutes
- **The Coach**
 - Determine reasons for someone's substandard performance.
 - Coach the person to improved performance.
 - Time: 10 to 14 minutes
- **Asserting Yourself Effectively**
 - Enjoy the mental and physical benefits of being assertive.
 - Employ the four-step method for addressing a problem and asking for help.
 - Overcome resistance to your requests.
 - Time: 10 to 14 minutes

Special Occasion Speeches

- **Mastering the Toast**

- Recognize the characteristics of a toast.
- Present a toast honoring an occasion or a person.
- Time: 2 to 3 minutes

- **Speaking in Praise**

- Prepare a speech praising or honoring someone, either living or dead.
- Address five areas concerning the individual and his/her accomplishments.
- Include anecdotes illustrating points within the speech.
- Time: 5 to 7 minutes

- **The Roast**

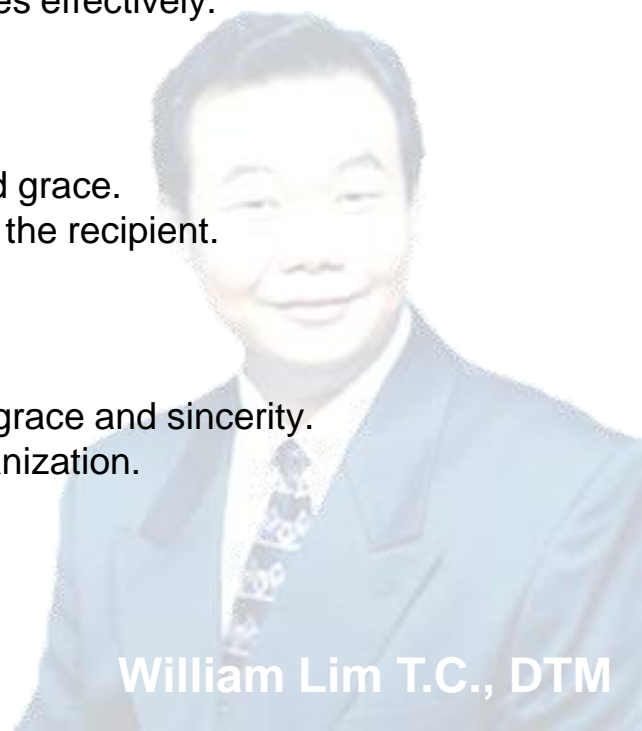
- Poke fun at a particular individual in a good-natured way.
- Adapt and personalize humorous material from other sources.
- Deliver jokes and humorous stories effectively.
- Time: 3 to 5 minutes

- **Presenting an Award**

- Present an award with dignity and grace.
- Acknowledge the contributions of the recipient.
- Time: 3 to 4 minutes

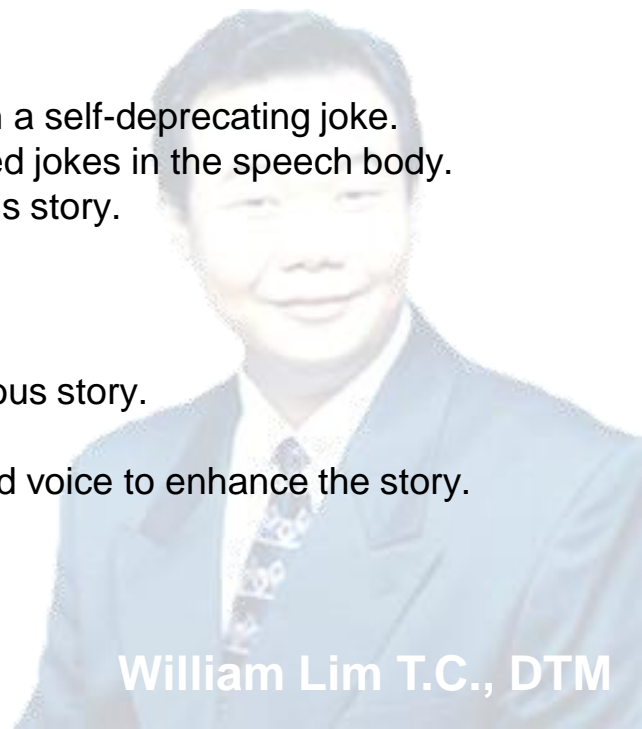
- **Accepting an Award**

- Accepting an award with dignity, grace and sincerity.
- Acknowledge the presenting organization.
- Time: 5 to 7 minutes



Humorously Speaking

- **Warm Up Your Audience**
 - Prepare a speech that opens with a humorous story.
 - Personalize the story.
 - Deliver the story smoothly and effectively.
 - Time: 5 to 7 minutes
- **Leave Them With a Smile**
 - Prepare a serious speech that opens and closes with a humorous stories.
 - Prepare a closing story that reemphasizes the speech's main point.
 - Deliver the stories smoothly and effectively.
 - Time: 5 to 7 minutes
- **Make Them Laugh**
 - Prepare a speech that opens and closes with humorous stories.
 - Include jokes in the speech body to illustrate points or maintain audience interest.
 - Deliver the jokes and stories smoothly and effectively.
 - Time: 5 to 7 minutes
- **Keep Them Laughing**
 - Prepare a speech that opens with a self-deprecating joke.
 - String together two or three related jokes in the speech body.
 - Close the speech with a humorous story.
 - Time: 5 to 7 minutes
- **The Humorous Speech**
 - Use exaggeration to tell a humorous story.
 - Entertain the audience
 - Effectively use body language and voice to enhance the story.
 - Time 5 to 7 minutes



How to Evaluate Effectively

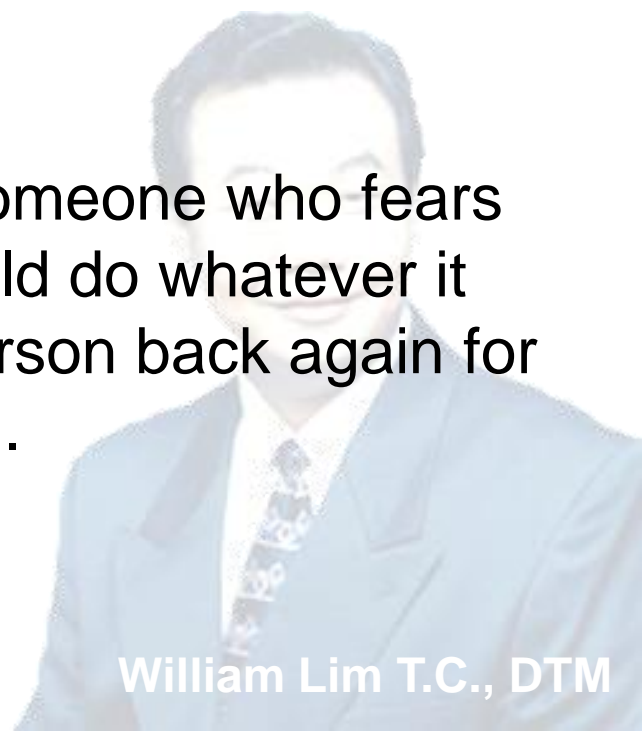
- **Show that you are interested.**
- **Before the speech, talk with the speaker about.**
 - **Manual Objectives.**
 - **Evaluation Guidelines.**
 - **Any Additional Concerns.**
- **Personalize your language.**
- **Evaluate the speech – NOT the person.**
- **Promote Self-Esteem.**

Dos and DON'Ts

- **Do collaborate with speaker beforehand.**
- **Do use “I” language e.g. “I feel..”, “In my opinion..”**
- **Do focus on what speakers should be doing to meet objectives.**
- **Do select areas for immediate improvement.**
- **Do make feedback very specific by using examples and illustrations.**
- **Do your homework and know exactly what you should look for.**
- **Do use the CRC formula.**
- **Do apply your skills. E.g. Vocal Variety, Body Language...**
- **Do not give a “White-Wash” evaluation.**
- **Do not repeat content. Comment on it.**

The 3 Roles Of An Evaluator

- Motivator
 - Fuel the speaker's desire for improvement.
- Facilitator
 - Show the speaker how to improve. Evaluate by highlighting the strengths and areas that need improvement – Give specific examples of how it could be done better.
- Counselor
 - When evaluating someone who fears speaking, you should do whatever it takes to get that person back again for his/her next speech.



Evaluation Guide

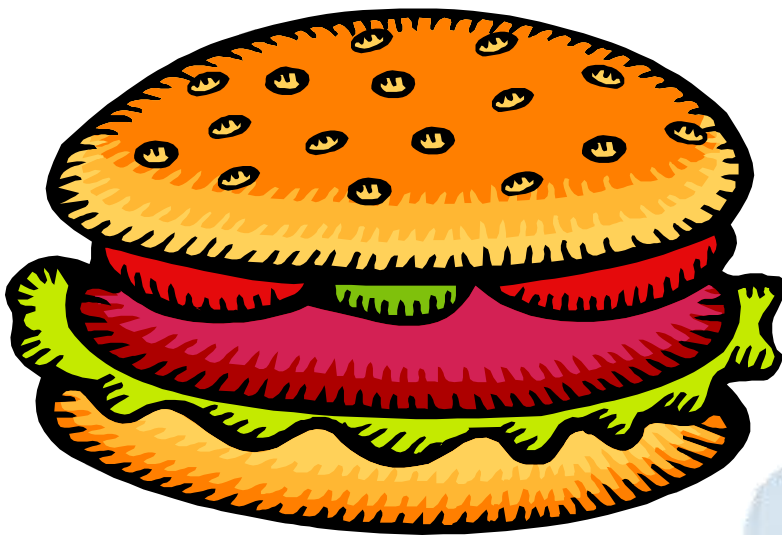
- Did the evaluator point out good points as well as suggestions for improving on the weak points?
- Advice – On how to make strong points **EVEN STRONGER**?
- Good choice of words and phrases in order to be **TACTFUL**?
- Did the evaluator “**White-Wash**” the speaker?
- Encourage self-improvement?
- Avoid “**Passing**” or “**Failing**” the speaker?
- Leave the speaker feeling **GOOD** about his/her speech and the evaluation?
- Did the evaluator protect the speaker’s **SELF-ESTEEM**?

“Hamburger” Method

C = Commend

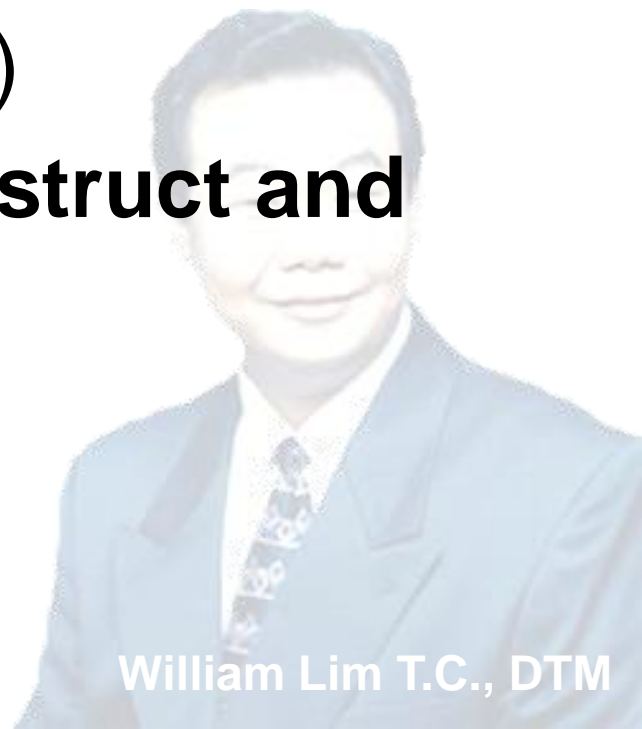
R = Recommend

C = Commend



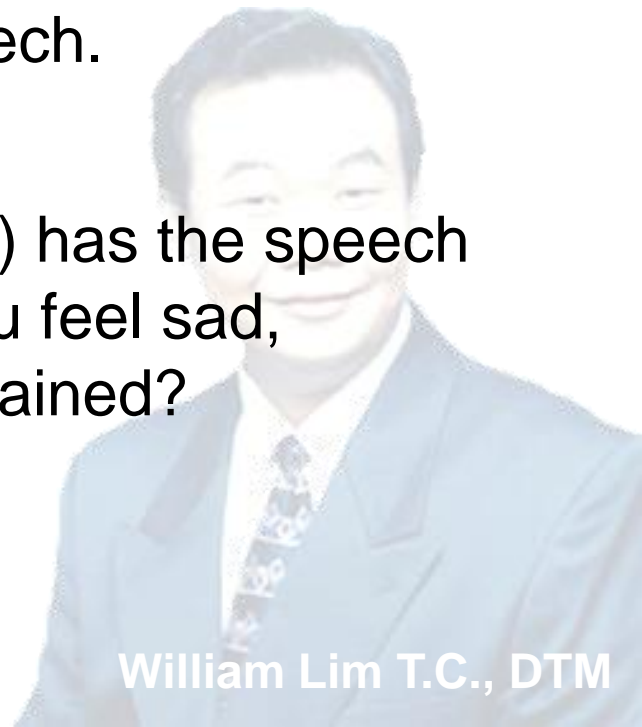
Preparing Your Speech Evaluations

- **Know the Project Objectives.**
(Read & Understand)
- **Know Your Speaker.**
(Collaboration)
- **Know EXACTLY what to look for.**
(Being Objective)
- **Know how to Instruct and Guide.**
(Show and Tell)



4 Types Of Evaluation

- **Performance Evaluation**
 - The manner of the speaker's delivery.
“How” he/she has done it.
- **Reaction Evaluation**
 - How do you, the evaluator, as well as the audience, react to the speech.
- **Learning Evaluation**
 - What have the evaluator and audience learnt from the speech.
- **Impact Evaluation**
 - What impact (if any) has the speech had on you? Do you feel sad, mesmerized, entertained?



The TEN Commandments of Effective Evaluation.

- Read the project objectives and evaluation guide.
- Confer with the speaker before the speech.
- Listen carefully.
- Recognize the speaker's strengths.
- Provide verbal reward for improvement.
- Suggest positive directions for growth.
- Recommend alternative actions.
- Reinforce the speaker's commitment to self-improvement.
- Be positive and supportive.
- Make the speaker feel good about himself /herself.

Many Ways To Say “Very Good”

- Super GOOD!
- You’ve got it made.
- SUPER!
- That’s RIGHT!
- That’s good.
- You’re really working hard today.
- You’re very good at that.
- That’s coming along nicely.
- GOOD WORK!
- That’s very much better.
- I’m happy to see you working like that.
- Exactly right.
- I’m proud of the way you worked today.
- You’re doing that much better today.
- You’ve just about got it.
- That’s the best you have ever done.
- You’re doing a great job!
- THAT’S IT!
- Now you’ve figured it out.
- That’s quite an improvement.
- That’s the way to do it!
- Sensational!
- You’ve got your brain in gear.
- That’s better.
- That was first class work.
- Excellent!
- That’s the best ever.
- You’ve just about mastered that.
- Perfect!
- That’s better than ever.
- Much better!
- You must have been practicing!
- You did that very well.
- Fine!
- Nice Going
- You’re really going to town.
- Outstanding!
- Fantastic!
- Tremendous!
- That’s how to handle that!
- Now that’s what I call a fine job
- That’s great!
- Right on!
- You’re really improving.
- You’re doing beautifully.
- Superb!
- Good remembering!
- You’ve got that down pat.
- Keep it up!

- GREAT!
- I knew you could do it.
- Congratulations!
- You’re making real progress.
- Keep working on it, you’re improving.
- Now you have it.
- You are learning fast.
- EXTRAORDINARY!
- Couldn’t have done it better myself.
- You are a joy.
- One more time and you’ll have it.
- You really make my job fun.
- That’s the right way to do it.
- You’re getting better every day.
- You’re on the right track now.
- Nice going.
- You haven’t missed a thing.
- WOW!
- That’s the way!
- Keep up the good work.
- Terrific!
- Nothing can stop you now.
- Congratulations – You did it!
- You did a lot of work today.
- Well, look at you go!
- That’s it!
- I’m very proud of you.
- Marvelous!
- I like that.
- Way to go!
- Now you have the hang of it!
- You’re doing fine.
- Good thinking.
- You are really learning a lot.
- Good going.
- I’ve never seen anyone do it better.
- Keep on trying!
- You outdid yourself today!
- Good for you!
- I think you’ve got it now.
- That’s wonderful!
- Good job.
- You figured that out fast.
- You remembered!
- That’s really nice.
- That kind of work makes me happy.
- It’s a pleasure to work with you!
- You are powered.
- You certainly did well today.

Evaluation (Delivery)

- **Eye Contact**

Establish a visual bond with the audience and especially with the speaker you are evaluating.

More personalized evaluation by “connecting” with the speaker.

- **Vocal Variety**

Articulate = Throw out your voice (authority) + Enhance / Clarify Your Message

Vary your Voice Pitch, Volume and Rate.

Vocal-Variety makes the evaluation more interesting.

- **Facial Expression / Hand Gestures**

Use facial expression that connotes sincerity.

Hand gestures to enhance your verbal messages.

Actions speak louder than words!

- **Structure**

Use the CRC formula.

Use examples / illustrations to enhance your points.

A well-structured evaluation enhances the speaker's understanding and clarity of your evaluation.

Checklist for Evaluator

- ☐ Read the speech project.
- ☐ Read the evaluation guide for the project.
- ☐ Talk with the speaker.
- ☐ Evaluate the speech, not the speaker.
- ☐ How to say it
 - ☐ Remember that you are speaking only for yourself.
 - ☐ Avoid impersonal statements.
 - ☐ Avoid judgment words and phrases.
 - ☐ Use words that describe your own reactions to the speaker.
 - ☐ Don't repeat a point once you have made it.
- ☐ Your Delivery
 - ☐ Friendly, direct, non-threatening manner.
 - ☐ Look directly at the speaker.
 - ☐ Smile.
- ☐ Your Conclusion
 - ☐ Motivating.
 - ☐ Speaking eager to begin working on next project.
 - ☐ Conclude with positive note to boost self-esteem and self-confidence.
- ☐ Follow Up After Meeting
 - ☐ Return Manual with Written Evaluation
 - ☐ Ask if speaker has any questions or comments about your evaluation.
 - ☐ Make sure speaker didn't misinterpret your evaluation.
 - ☐ Suggest additional suggestion for improvement, if any.

Checklist for Speaker

- ❑ Inform the evaluator and Vice President Education of your goals.
- ❑ Tell your evaluator any specific point you would like him/her to review.
- ❑ During your evaluation, listen carefully to the evaluator.
- ❑ Carefully consider each comment and suggestion for improvement.
- ❑ Evaluate your speech yourself.
- ❑ After the meeting, speak with the evaluator.
- ❑ Talk with other Club members to solicit feedback.

Guidelines for General Evaluation 1

Things to Evaluate:

- ☐ Club Property
 - ☐ Was the Banner displayed?
 - ☐ What was the sitting arrangement?
 - ☐ Were the Club Awards displayed?
 - ☐ Any Educational Material?
 - ☐ Others
- ☐ Program Sheet
 - ☐ Accurate / Changed
 - ☐ Announcement of changes (Y/N)
- ☐ Timing
 - ☐ Meeting started at _____am/pm
 - ☐ Table Topics Session started at _____am/pm
 - ☐ Break at _____am/pm
 - ☐ Prepared Speeches started at _____am/pm
 - ☐ Speech Evaluations started at _____am/pm
 - ☐ Language Evaluation started at _____am/pm
- ☐ Dress Code / Attire
 - ☐ Has it been indicated? (Y/N)
 - ☐ Appropriateness? (Y/N)
- ☐ Sergeant At Arms
 - ☐ Introduction
 - ☐ Food preparation & organisation
 - ☐ Collection of votes
 - ☐ Inform audience to switch off handphone or switch to silent mode
 - ☐ Did SAA welcome guest/s?
- ☐ President Opening Address
 - ☐ Was he/she well prepared?
 - ☐ How was the speech organisation?
 - ☐ How was the delivery
 - ☐ Was there enthusiasm?
 - ☐ How was the overall performance?
 - ☐ Was there a Message / objective?
- ☐ Table Topic Master
 - ☐ Was he/she well prepared?
 - ☐ Variety of topics / Theme
 - ☐ How was the delivery?
 - ☐ Was there any enthusiasm?
 - ☐ How was the Performance?
 - ☐ Was the timing too long / short?



Guidelines For General Evaluation 2

- ☐ Table Topic Speakers
 - ☐ Congratulate the guest/s for taking the challenge.
 - ☐ How did they preformed?
 - ☐ How can they improve?
- ☐ Speech Evaluators
 - ☐ Have they spoken to their speaker before they present?
 - ☐ Were they prepared?
 - ☐ How was the evaluation structured?
 - ☐ How was the delivery?
 - ☐ Were they enthusiastic / motivating?
 - ☐ How observant were the evaluators?
 - ☐ What were their manner when evaluating?
 - ☐ What kind of body language, facial expression and gestures were used?
- ☐ Timer
 - ☐ Was he/she attentive?
 - ☐ How was his/her delivery?
 - ☐ How can he/she improve?
- ☐ Ah Counter
 - ☐ Was he/she attentive?
 - ☐ How was his/her delivery?
 - ☐ How can he/she improve?
- ☐ Language Evaluator / Grammarian
 - ☐ Was he/she listening?
 - ☐ Was he/she attentive?
 - ☐ Was the feedback clear and concise?
 - ☐ Was he/she motivating / enthusiastic?
 - ☐ How was his/her delivery?
 - ☐ How did he/she organised the evaluation
 - ☐ What kind of body language, facial expression and gestures were used?
 - ☐ Was the timing too long/short?
 - ☐ Did he/she end abruptly?
- ☐ Toastmaster of the Day/Evening
 - ☐ Was he/she well prepared?
 - ☐ Did he/she announce the change/s in the program?
 - ☐ Did he/she ask the speakers for their introduction before the meeting?
 - ☐ How was his/her delivery?
 - ☐ Did he/she read the objectives of the projects or invite the evaluators to read them?
 - ☐ Was he/she enthusiastic / motivating?
 - ☐ Was he/she observant?
 - ☐ What kind of body language, facial expression and gestures were used?
 - ☐ Did he/she control the time?
 - ☐ Did he/she use P.O.E.T.T.S or P.O.T.E.T.S. to introduce speakers?

Knowing The Judge's Guidelines During Contests



Evaluation Contest

Judging Items	Suggested Point Values			
	Excellent	Very Good	Good	Fair
Analytical Quality Clear, Focused	40	28-39	17-27	0-16
Recommendations Positive, Specific, Helpful	30	22-29	13-21	0-12
Technique Sympathetic, Sensitive, Motivational	15	11-14	6-10	0-5
Summation Concise, Encouraging	15	11-14	6-10	0-5

Humorous Speech Contest

Judging Items		Suggested Point Values			
		Excellent	Very Good	Good	Fair
Speech Development Structure, Opening, Body, Support Material	C o n t e n t	15	11-14	6-10	0-5
Effectiveness Excitement Created, Suspense, Unexpected Twist, Surprise, Connection of Humorous Events, Achievement of Purpose		15	11-14	6-10	0-5
Speech Value Ideas, Originality of Thoughts and Material		15	11-14	6-10	0-5
Audience Response Attentiveness, Laughter, Interest, Reception		10	7-9	4-6	0-3
Physical Appearance, Body Language	D e l i v e r y	10	7-9	4-6	0-3
Voice Flexibility, Volume		10	7-9	4-6	0-3
Manner Directness, Assurance, Enthusiasm		10	7-9	4-6	0-3
Appropriateness To speech purpose and Audience, Reflecting Good Taste	L a n g u a g e	10	7-9	4-6	0-3
Correctness Grammar, Pronunciation, Word Selection (use of dialect, vernacular)		5	4	3	0-2

International Speech Contest

Judging Items		Suggested Point Values			
		Excellent	Very Good	Good	Fair
Speech Development Structure, Organization, Support Material	C o n t e n t	20	14-19	9-13	0-8
Effectiveness Achievement of Purpose, Interest, Reception		15	11-14	6-10	0-5
Speech Value Ideas, Logic, Original Thought		15	11-14	6-10	0-5
Physical Appearance, Body Language	D e l i v e r y	10	7-9	4-6	0-3
Voice Flexibility, Volume		10	7-9	4-6	0-3
Manner Directness, Assurance, Enthusiasm		10	7-9	4-6	0-3
Appropriateness To speech purpose and audience	L a n g u a g e	10	7-9	4-6	0-3
Correctness Grammar, Pronunciation, Word Selection		10	7-9	4-6	0-3

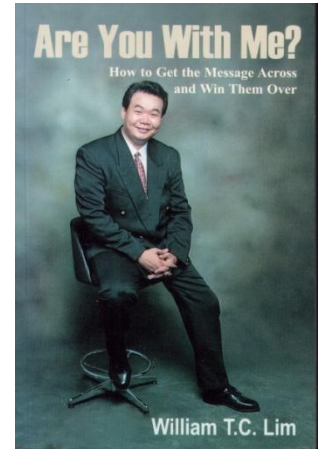
Table Topics Contest

Judging Items	Suggested Point Values			
	Excellent	Very Good	Good	Fair
Speech Development Opening, Body, Close, Organization, Smoothness	30	23-29	17-22	0-16
Effectiveness Logic, Directness, Enthusiasm, Achievement of Purpose, Audience Response	25	18-24	11-17	0-10
Physical Appearance, Body Language	15	11-14	6-10	0-5
Voice Flexibility, Volume	15	11-14	6-10	0-5
Language Appropriate to Speech, Purpose and Audience. Good Grammar, Pronunciation and Word Selection	15	11-14	6-10	0-5

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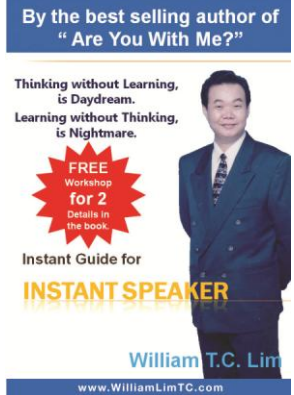
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