General Evaluator Script

Introduction

“Good Morning/ Afternoon Toastmaster of the Day, fellow toastmasters, and my
dear guests. I am the general evaluator for today’s meeting. For the benefit of the
guests, my role is divided into three parts: one is to introduce the evaluators for
the prepared speeches, two is to call upon the TAG team (Timer, Ah Counter,
Grammarian) for their respective reports and finally, I shall give my general
evaluation of the overall meeting.

Before I call on the first evaluator, may I please call on the Timer to give us the
timing guidelines for the evaluation section? (Call upon the assigned Timer for the
meeting).

Let’s commence with the evaluations of the prepared speeches. I would like to call
on our first evaluator, Lee, who will be evaluating Raj’s speech. When I asked Lee
what he thought about evaluations, he told me that evaluations are one of the most
important elements of Toastmasters! Please help me welcome, Lee.”

After the Evaluations

“We are now done with the evaluation round and we shall move on to the reports
of the TAG team. To start off, let’s call on the Timer of the day, John, for his
report.”

Here is a checklist for you to keep in mind while evaluating:

Timing: Did the meeting start on time? Are all the sessions being conducted on time as per
the agenda? Will the meeting end on time?

Role players: Did everyone explain their roles well?

Meeting Conduct: Were there any issues with the venue? Was it hard to find? Was it
easy/difficult to reach the venue? Was it a comfortable location?

Technical: Were there any technical errors? For example, was the mic loud/clear enough, did
the projector work fine?

Sergeant at Arms: Was everything prepared in advance? Efficiency on how well the room
was set up? How was the break? Did he/she warm up the audience well?

President: How were the opening remarks? Did he/she manage to inspire or motivate the
audience?
**Toastmaster of the Day:** Was the TMOD engaging and entertaining? How was the theme? Did he/she explain (for the benefit of the guests) what a Toastmasters meeting consists of?

**Timekeeper:** Explanation of cue cards? Importance of timing in public speaking? Were the comments clear and audible?

**Speech evaluators:** Comment on each evaluator individually and give commendations and recommendations to each of them.

**Table Topics Master:** Were the topics easy to understand? Were the topics fun and entertaining? Was there a good mix between guests and members?

**Grammarian:** Did he/she talk about the importance of good grammar in public speaking? Were the comments clear and audible? A comment on the Word of the Day.

**Ah counter:** Did he/she talk about the importance of avoiding filler words in public speaking? Were the comments clear and audible?

Try and provide at least one compliment and one recommendation to each of the role players.