



General Evaluator



Sample Script (Page 1)

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.”



Sample Script (Page 2)

Keep this checklist in mind while delivering your final evaluation.

- ✓ 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?



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frantic towards confidence

Thank You!

Hope you have found some value here for your journey
as a public speaker.

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