



Evaluator

Role Guide Version 2011.11.24

INTRODUCTION

A speaker receives an evaluation after every prepared speech. After presented a few speeches, a member will be asked to serve as an evaluator for one of the prepared speakers at the meeting. In addition to oral evaluation, the member will also give the speaker a written evaluation using the guide in the manual.

The purpose of the evaluation is not to criticize but to *motivate*: to help the speaker become less self-conscious and a better speaker. This demands that the evaluator be fully aware of the speaker's skill level, habits, and mannerisms as well as his or her progress to date.

COMPETENT LEADERSHIP (CL) MANUAL PROGRESS

This role counts towards several projects in the CL manual. Please bring the manual and find an evaluator to receive credit towards your CL certification.

SRTM MENTORING MANUAL PROGRESS

This role will also count towards completion of the SRTM mentoring manual. If the evaluator is additionally a mentor, guidance of mentee along two speech evaluations is also required. Please inform the vice-president of education about using the role as credit towards completion of the mentoring program.

SPEECH POLICY

At SRTM, generally a member who has completed Project Five: Your Body Speaks from the competent communication (CC) manual is required to evaluate before moving on to the next project. This is meant to encourage speech evaluation from members and to allow each member more opportunities to give a prepared speech while preventing said members from giving two consecutive speeches at two meetings.

PRIOR TO THE MEETING

Consult the speaker prior to the speech to find out the manual project presentation. Review the speech goals and what the speaker hopes to achieve. Find out exactly which skills or techniques the speaker hopes to strengthen through the speech.

Evaluation requires careful preparation if the speaker is to benefit. Study the project objectives as well as the evaluation guide in the manual. Remember, the purpose of evaluation is to help people develop their speaking skills in various situations, including platform presentations, including platform presentations, discussions, and meetings.

UPON ARRIVAL AT THE MEETING

Meet the speaker and get his or her manual. Briefly consult with the general evaluator to confirm the session format. Next confer with the speaker one last time to see if he or she has any specific things for you to watch during the talk.

DURING THE MEETING

Record your impressions of the speech in the manual along with your answers to the evaluation questions, preferably after not during the speech. Minimize subjectivity as possible. Remember that a good evaluation may give new life to a discouraged member while a poor evaluation may dishearten. Always leave the speaker with specific methods for improvement.

When introduced, stand and give the oral evaluation. Begin and end the evaluation with a note of encouragement or praise or both. Though you may have written lengthy responses to manual evaluation questions, do not read the questions or your responses.

Your oral evaluation time is limited. Do not try to cover too many details in the talk; possibly one point on organization, one on delivery, and one on attainment of purpose with a statement about the greatest asset and a suggestion for future improvement.

Praise a successful speech and specifically tell why it was successful. Do not allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humor, or a good voice. Do not allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, write it but avoid mention in public. Give the speaker the deserved praise and tactful suggestions in the manner requisite of the evaluator's very own speech.

AFTER THE MEETING

Return the manual to the speaker, add a verbal word of encouragement, something that unmentioned in the oral evaluation.

Time Limit is 2 to 3 minutes