GENERAL EVALUATOR'S REPORT

Name: _____ **Date:** _____

Introduction Script: "As the General Evaluator, I will evaluate everything that takes place during the meeting. Things I will evaluate include, but are not limited to, timeliness, enthusiasm, preparation of roles and the meeting space, organization, performance of all duties, greeting of guests, et cetera. Additionally, I will conduct the evaluation portion of the meeting, which involves the speech evaluators, ah-counter, grammarian, and time."

Evaluation Portion Script: "We are here to practice and not perform while growing in our communication and leadership. To help this growth, we have evaluations to receive feedback from our peers, who may point out things we are unaware of. Remember, we are evaluating the speeches/reports and not the speakers directly; thus, we should give our reports in the 3rd person.
For example, instead of 'You did/said …', we would say something like 'Jane/John did or said…'.
Additionally, we deliver our evaluations using the sandwich method, which states things the speaker did well with, followed by room for improvement or constructive feedback, and concludes with more positive statements."

Once done, ask for the grammarian on which of the evaluators/functionaries used the word of the week, and then ask the timer on which of the evaluators/functionaries qualified, and then call for the best evaluators vote. Then return control of the meeting to the Toastmaster of the day.

Evaluation Notes