

## Evaluator Duties & Report

- Arrive early to the meeting. Ask the speaker for his or her manual and note which project the speaker is doing. Read the project and the evaluation page in the speaker's manual.
- During the meeting, when the Toastmaster calls on you, read aloud to the club the project objectives from the speaker's manual. The objectives are usually found in a blue box on the first page of the project in the speaker's manual.
- When the speaker presents, listen carefully and note things he or she did well and record suggestions for improvement. Organize your thoughts and prepare to present your oral evaluation.
- Give a 2-3 minute oral evaluation of the speech keeping in mind these three things:
  - Did the speaker meet the project objectives in the manual?
  - What did the speaker do well?
  - Name one thing the speaker could do to improve.
- Complete the written evaluation in the speaker's manual for the current project. Be sure to record your name and date on the evaluation page.
- Return the manual to the speaker and remind him or her to have the Vice President of Education (VPE) sign the project page in the back of the manual.