

# EVALUATOR

## Role Guide Version 2.1

### Introduction

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

The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. This requires that you be fully aware of the speaker's skill level, habits, and mannerisms, as well as his or her progress to date.

### CL Manual Progress

This role will also count towards several projects in the CL manual. Please bring your manual and find your evaluator so you can receive credit towards your CL certification.

### SRTM Mentoring Manual Progress

This role will also count towards your completion of the SRTM mentoring manual. If you are a mentor, you are required to guide your mentee in delivering two speech evaluations. Please inform the VP of Leadership about using this role as credit towards completing the mentoring program.

### Speech Policy

At SRTM, if you have delivered 5 or more manual based speeches from the Competent Communicator manual you are required to give a speech evaluation before giving your next speech. This is to encourage speech evaluation from members and to allow every member more opportunities to give a prepared speech and prevent members from giving two speeches at two consecutive meetings.

### Prior to the Meeting

Talk with the speaker to find out the manual project he or she will be presenting. Review the goals of the speech 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 Arrive at the Meeting**

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

### **During the Meeting**

Record your impressions of the speech in the manual along with your answers to the evaluation questions. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. Remember; always leave the speaker with specific methods for improving.

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

Your oral evaluation time is limited. Don't try to cover too much in your 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. Don't allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humor, or a good voice. Don't allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, write it but don't mention it aloud. Give the speaker the deserved praise and tactful suggestions in the manner you would like to receive them when you are the speaker.

### **After the Meeting**

Return the manual to the speaker. Add a verbal word of encouragement to the speaker, something that wasn't mentioned in the oral evaluation.

### **Time Limit is 2 to 3 minutes**