

# MENAI DISTRICT TOASTMASTERS CLUB



## TABLE TOPICS EVALUATOR

**(20 seconds per speaker – avoid repeating Topic - Total Time [approx.] 10 Minutes)**

Normally there are two Toastmasters assigned to the role of Table Topic Evaluator (One will evaluate the Odd numbered questions and the other for the Evens).

Evaluation of the individual speakers in accordance with the following guidelines.

- Evaluation is a two-pronged exercise: For the evaluator, an exercise in logical and analytical examination of the speech.
- To the speaker, a mirror of his efforts in the eyes of his fellow Toastmasters.

How can these objectives be achieved? The evaluator can start with four basic questions:

1. What was good about the speech?
2. What was wrong with the speech?
3. How can the speaker improve?
4. Did he answer the question?

When evaluating a speaker, avoid saying things like “It was one of your usual good speeches” without qualifying what you thought was good about the speech.

- Ask yourself “Why was it a good speech?
- Did it have a good opening? Was it logically constructed?
- Did the speaker use humour?
- Did the speaker create word pictures?
- Did the conclusion tie in with the rest of the speech?

Every speaker can improve and members of Menai Toastmasters want to improve, so try and avoid saying things like "There is nothing I can say which could help you improve your speaking". **ALWAYS PROVIDE A POINT FOR IMPROVEMENT**

Look and listen, the better the speaker, the harder you must look and listen, there will always be something that can be improved.

The speaker wants to know about it – tell him/her.

- Do not waste time repeating the question.
- Do not waste time discussing generalities.
- Do not waste time in telling stories.

Remember, you have 10 minutes to evaluate all the answers in Table Topic's session, give them something constructive to think about before the next session.

VER: (3) JUNE 2012