

Toastmasters International
President's Club
Wednesday, April 29, 2009
District 14, Division "D", Area 31, Club 1713
Merchant's Walk Library
6:30pm-8:30pm

Educational Program: "Giving Effective Evaluations"

Welcome.....Tom Nixon; Sgt. at Arms
Invocation/Pledge of Allegiance.....Emma Hitt

Why evaluations are so important and what do we look for in evaluations?
Vahn Wagner and audience

1. Builds self esteem
2. Important to understand where you are so you know where you need to improve
3. Helps the evaluator develop their critical thought processes
4. Helps build communication skills in personal life
5. Helps to build communication skills in professional life in areas such as job evaluations and reviews

-----7 Minute Break-----

Evaluating Newer Speakers

Speech Title: "The Importance of Dates, or, Forget Match .com" **Joni House**
(Speech #1-"Icebreaker"; Manual: Competent Communication; Time: 4-6 min.)

Objectives:

1. Begin speaking before an audience
2. Discover speaking skills you already have and skills that need some attention.

Assigned evaluator Tom Nixon
Volunteer evaluator Clemmie Scott
Audience critique of the 2 evaluators

Evaluating More Experienced Speakers

Speech Title: "How to Connect with Your Prospects" **Ernie Pollitzer**
(Speech #_--Manual:_____ ; Time : 5-7 min.) & Objectives:

- 1.
- 2.

Assigned evaluator Denna Shelton
Volunteer evaluator Kumar Choudhuri
Audience critique of the 2 evaluators

Timer's report- Both Speakers Qualified

What did we learn and wrap-up

Vahn Wagner and audience

1. Consider and address the speaker's manual and personal objectives, which should be obtained beforehand.
2. COD: Focus on the content, organization, and delivery of the speech
 - a. Content
 - Does the content support the purpose of the speech?
 - Does the speaker have a good command of language? (How is he/she using words and putting them together? Using rhetorical devices? Avoiding jargon?)
 - b. Organization
 - Structure of speech
 - Assembled thoughts in a logical manner?
 - Strong opening and conclusion?
 - Support for the body of the speech?
 - Good use of transitions?
 - c. Delivery
 - Body language (stance, purposeful movement, gestures, facial expressions, and eye contact)
 - Vocal variety (volume, pitch, rate, quality)
 - Effective use of pauses
 - Effective use of visual aids
3. Show that you are interested. (It's not all about you! Shift the focus away from your own delivery skills to helping the speaker grow and improve.)
4. Be as specific as possible in your suggestions for improvement (i.e., give concrete examples & demonstrations.)
5. Evaluate the speech- *not* the person.
6. Promote self-esteem, but avoid whitewashing the speech.
7. Differentiate between evaluating new speakers (those giving speech #'s 1-3) and more seasoned speakers (those giving speech #s 4-10). For newer speakers, limit the areas for improvements to 1-2, whereas you can provide more constructive criticism to the more experienced speakers.

Members at the Meeting

Rich Hart, Emma Hitt, Laurie Feinstein, Susan McMullen, Eric Holtzclaw, Vahn Wagner, Sutham Cheurprakobkit, Daniel Jourdan, Clemmie Scott, Judi Rogers, Ernie Politzer, Kumar Choudhuri Tom Nixon, Joni House, Denna Shelton, Mark Eystad, Rob McGoldrick, Charlene Anderson

Guest-Debbie Wnukowski