

Educational: Evaluating Speeches



Educational Details

Time: 5 minutes

Meant for session #: 1

Content

Feedback is necessary when we try to learn new skills. It shows us where we stand and where we need to go to improve. Speakers receive written and oral feedback.

As an evaluator, it's your job to help someone else become a better speaker. It's important to know that you are providing YOUR OPINION, and that someone else may have liked something you disliked.

When you are the evaluator you should know what to look for before the speech even starts. In Toastmasters we read the speech objectives before the speech is given to tell everyone and remind ourselves what the speaker is trying to do.

Pay close attention during the speech. Listen to the speaker and their message, but also look at them.

Engage with the speaker by nodding and making eye contact so they know you are paying attention.

In Toastmasters we use sandwich technique:

- Start with a few positive points or strengths that the speaker has.
- Offer a specific point of improvement.
- End with a few positive points or strengths that the speaker has.

Use personal statements, such as "I felt that..." "It appeared to me..."

Avoid statements like "You should have..." "You didn't..." "You failed to..."

Every evaluation should have both praise and suggestions for improvement. Always point them out in a friendly, helpful manner. If you point out a weakness, you should provide a suggestion to improve that weakness.

Don't make it sound like they did something wrong – it's your opinion!

Activity Ideas

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