

General Evaluator Worksheet

Date: _____

The General Evaluator gives feedback to the meeting participants who have not already been evaluated. Here is the opportunity for the Toastmaster, Table Topics Master, Table Topics participants, and the Evaluators to receive feedback on how well they did and to hear suggestions on how to improve. The Timer, Ah Um Counter, Self-Presentation Monitor and Grammarian are also there to help participants see how well they are doing in achieving their goals; call on them for their reports.

Please use sandwich criticism technique (a point of improvement within 2 things well done)

1. Meeting Elements:

- a. Did the meeting start on time **Yes/ No** and end on time? **Yes/No**
- b. Were all role holders on time and present at the start of the meeting? **Yes/No**
- c. Were guests greeted and made to feel welcome? (if applicable) **Yes/No**
- d. How was the Thought of the Day ?
- e. Comments on the Toastmaster's performance.
 - i. Was she/he well prepared?
 - ii. Did she/he make feel everyone comfortable?
 - iii. Was she/he active in putting together the meeting?
 - iv. Was she/he able to adapt to absences?

2. Table Topics:

- a. Short description of the general subject
- b. Did the Table Topics Master do a good job?
- c. What can we improve in the Table Topics session?

3. Speech evaluations (*Did the speech evaluators do a good job ?*)

- a. Did the evaluation speeches have a good beginning and end ?
- b. What can they improve and elements they did well ?

4. Comments on any other aspects or areas that need improvement (for e.g. comments regarding performance of the role-holders like grammarian, ah-um counter, self-presentation monitor etc.)

5. Comments on any other aspects or areas that was done well