

Southern Lights Toastmasters Accomplished Leader Program

Grammarian

Note to evaluator:

Review the Evaluation Criteria ahead of time so that you are familiar with the requirements for a particular role. Some criteria only require a Yes or No answer. Most other criteria require a rating on a sliding scale from 1 = low, to 5 = high. Provide any written remarks in the comment section provided below the evaluation box.

This is a fillable form: Right click mouse to open a dialog box > select Save As and save form to a Folder of your choice. To type in a box, hover the mouse over the shaded area and left-click to select. To select the appropriate 'Evaluation criteria' response, hover the mouse over the shaded button and left-click to select. After this evaluation is complete, email the form to the person you are evaluating.

Note to member:

After receiving this evaluation, print and retain with your Accomplished Leader manual. Record the date of the evaluation on the Project Completion Record.

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Evaluation scale: 1 = low — 5 = high

Role	Date	Evaluator's name			
Grammarian					
Evaluation criteria					
Posted Word-of-the-Day on Easy-Speak	Yes	No			
Evaluation criteria	Developing	Emerging	Skilled	Proficient	Excellent
Provided appropriate Word-of-the-Day that fitted with theme	1	2	3	4	5
Explained role start of meeting	1	2	3	4	5
Demonstrated effective listening	1	2	3	4	5
Appropriate report to GE: <i>Identified misused, creative and descriptive words/sentences. Identified Word-of-the Day use.</i>	1	2	3	4	5
Provided report within time guidelines	1	2	3	4	5

Comment: