

Southern Lights Toastmasters Accomplished Leader Program

Speech Evaluator

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 dialogue 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.

Speech Evaluator

Evaluation scale: 1 = low — 5 = high

Role	Date	Evaluator's name			
Speech Evaluator					
Evaluation criteria					
Discussed presentation with speaker in advance	Yes	No			
Evaluation criteria	Developing	Emerging	Skilled	Proficient	Excellent
Clearly explained purpose or objectives and timing when asked by Toastmaster	1	2	3	4	5
Provided speaker with what they did well to meet the speech purpose or objectives	1	2	3	4	5
Provided constructive points for improvement	1	2	3	4	5
Used "I" rather than "You" statements	1	2	3	4	5
Kept within time allotted	1	2	3	4	5

Comment: