

Southern Lights Toastmasters Accomplished Leader Program

Table Topics 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.

Table Topics Evaluator

Evaluation scale: 1 = low — 5 = high

Role	Date	Evaluator's name				
Table Topics Evaluator						
Evaluation criteria	Developing	Emerging	Skilled	Proficient	Excellent	
Focused on key areas of each presentation. <i>i.e. Voice modulation, gestures etc.</i>	1	2	3	4	5	
Each speaker provided with at least one good aspect of their presentation	1	2	3	4	5	
Each speaker provided with at least one aspect for improvement	1	2	3	4	5	
Used "I" rather than "You" statements	1	2	3	4	5	
Balanced report time for each speaker	1	2	3	4	5	
Kept overall evaluation within time allotted	1	2	3	4	5	

Comment:
