

Evaluation

After each prepared Speech the Speaker receives an Evaluation.

The Evaluation you present can make the difference between a worthwhile or a wasted speech for your Speaker. The purpose of Evaluation is to help the Speaker become less self-conscious and a better Speaker. This requires that you be fully aware of the Speaker's skill level, habits and mannerisms, as well as his or her progress to date. If the Speaker uses a technique or some gesture that receives a good response from the audience, tell the Speaker so that they will be encouraged to use it again.

Record your impressions of the speech. Be as objective as possible and remember that good Evaluations may give new life to discouraged members and poor Evaluations may dishearten members who tried their best. Remember to always give the Speaker specific methods for improving for each recommendation. Begin and end your oral evaluation with encouragement or praise. Don't try to cover too much in your talk - possibly one point on organisation, one on delivery and one on attainment of purpose with a statement about the greatest asset and a suggestion for future improvement. You can cover more points with the Speaker personally after the meeting.

Praise a successful speech and specifically tell in which ways it was successful. Don't allow a Speaker to remain unaware of a valuable asset such as a smile, a sense of humour, or a good voice. Try also to suggest points for improvement, because every speaker, no matter how good they are, deserves honest feedback to help them improve. But remember that we describe this as “points for improvement” – not faults or things they did wrong. Give the Speaker the deserved praise and tactful suggestions in the manner you would like to receive them when you are the Speaker.

- This assignment can count towards your Competent Leadership Award. Remember to ask someone to evaluate your performance as Speech Evaluator in the Competent Leader manual (page 12, 17, 22 and 52).