

SPEECH EVALUATOR: Teaching and Learning

You've probably heard the saying that "*the teacher learns more than the student*". It's true! When you observe, reflect on, and enunciate concepts, *your* understanding of them becomes infinitely clearer.

Next time you try to explain a difficult or complex idea to someone else, take a moment and ask yourself who learned more from your attempted explanation – you or the other person? It's a very interesting phenomenon.

Giving feedback on speeches at Toastmasters is exactly the same. Evaluations don't just help the speaker improve – the person evaluating their speech (you!) arguably gains *more*.

Evaluating speeches is your chance to not only help others improve, but also to improve yourself.

The Key Elements of Being a Speech Evaluator:

- Using the *Commend – Recommend – Commend* ("CRC") method of evaluating.
- Keeping your evaluation focused towards the speech objectives.
- Delivering your evaluation in a positive and encouraging manner.

How To Prepare as a Speech Evaluator:

- Bring a pen and pad to make notes of each speaker. (*Stuck on what to look for when evaluating? See the attached sheet!*)

During the speech:

- Write down the gist of the speaker's message.
- Note down 4 things the speaker did well.
- Note down 1 or 2 major points the speaker could focus on and improve.

How To Perform as Speech Evaluator:

- Open your evaluation by quickly recapping what the speaker talked about.
- The rest of your evaluation should follow the “CRC” format:
- Comment on 2 things that the speaker did well and should be *commended* on.
- Bring up your 1 or 2 points which you would *recommend* that the speaker focus on to improve for next time. (Note: this is positive encouragement, not negative complaining)
- Conclude with your 1 or 2 remaining *commendations* on things that the speaker did well, in order to end on a positive and constructive note.
- Quickly summarise your evaluation’s main points to wrap up and reinforce your commendations and recommendations.

To reiterate, the structure of a solid evaluation is as follows:

Recap - Commendation(s) – Recommendation(s) – Commendation(s) - Summary

Once you’re adept at delivering evaluations, you can try to address your commendations *to the audience*, and your recommendations *to the speaker*. (This is more difficult than it seems!)

And again, if you’re stuck on or not sure of what to look for when evaluating – please see the attached sheet!

That’s it!

Have fun, get involved, and thanks for helping us run the meeting!