**TABLE TOPICS EVALUATOR**

People join Toastmasters to improve their speaking and leadership skills and the only way they can achieve that is by receiving feedback or an evaluation on their progress. When you are asked to evaluate a Topics Speaker(s) you will be required to give a spoken evaluation and record the event in the relevant project of their Competent Leader Manual.

When evaluating a speaker your aim is to help the speaker to be less self-conscious and be a better speaker. They should feel encouraged and motivated to give their best and where recommendations are given they should be realistic and in line with the speakers level of skill. It is important to remember that a table topics speaker has to think on their feet without any prior preparation and some speakers find this particularly challenging

**Before the meeting**

Talk to the Topics Master who should give you a copy of the questions he/she intends to ask. This will assist you when evaluating as you will not need to write down the question when the speaker is called to the stage, which is time consuming.

**During the meeting**

Before the Topics session begins, the TME (Toastmaster of the Evening) will ask you to give a brief introduction regarding the Topics Master and your role as an evaluator. As you are setting the stage, the introduction should be positive and awaken the enthusiasm of the audience so that they look forward to the session.. The Topics Master should then be welcomed to the stage with a hearty round of applause

You are allocated **1 minute** for convey this information to the audience

During the speeches make notes relating to the objectives they have achieved, the positive points, areas that may be improved and provide suggestions that will assist them grow

A general Toastmaster rule in evaluating is to, commend, commend, recommend and commend. The Table Topics session should be fun and provide an impromptu setting for members who have not been allocated roles, to speak

When you are asked to give your spoken evaluation always end on a positive note so that the speaker feels encouraged.

You are allocated **4 minutes** for your spoken evaluation

**At the end of the meeting**

Please ensure that you complete the Speakers Competent Leader

The Table Topics evaluator’s role helps members to gain greater organizational skills, to listen, to practice critical thinking, feedback and motivation

**Please ensure that you complete the speakers Competent Leader Manual and have your own Competent Leader Manual completed when you undertake this role.**

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