

Table Topics Evaluator

A *Table Topic* is shorter than a normal prepared Speech, so a *Table Topics Evaluation* should be correspondingly briefer for each speaker than a prepared Speech Evaluation. In other respects, the same guidelines for an Evaluator apply.

TASKS	Done = ✓
DURING THE MEETING	
Give your CL manual to any Toastmaster in the room having some experience and ask them to write comments about your performance in any project you need to complete.	
A suitable Table Topics Evaluation routine for each: <i>one commendation</i> <i>one recommendation</i> <i>one commendation</i>	
As some members, particularly newer ones, find it much more difficult to give an impromptu speech than a prepared one so you need to be extra-sensitive. For example, a nervous Topics Speaker who can barely stand up will be disheartened to hear a detailed thesis on displaying better body language.	
Use small notes, no notebooks or A4 sheets of paper.	
Use the 'He/She' pronouns and the name of the speaker when delivering your evaluation, not 'You' as you are not only speaking to the Speaker but to everyone in the audience.	
Don't try to cover too many points as you have very limited time per speaker. You can meet up with any speaker afterwards to go into more detail.	
Avoid repeating the same recommendation for each speaker.	
Use the 'He/She' pronouns and the name of the speaker when delivering your evaluation. Avoid saying 'You' as you're not only speaking to the speaker but to everyone in the audience. Saying 'you' also encourages focus to be mainly on the speaker at the expense of everyone else in the audience.	
All comments should be expressed as your personal opinion, for example, "I think ..." or "My view is ..."	
Ensure you finish each individual evaluation on a positive point.	
When you finish your evaluation, pause, then say 'Mister/Madam Toastmaster' to pass back control of the meeting to them.	