

## Speech Evaluator

**The Speech Evaluator appraises a speech, giving useful commendations and recommendations. The main purpose is to help the Speaker improve. Secondary purposes are to help everyone else in the audience improve, and to further hone your own public speaking skills.**

TASKS	Done = v
<b>BEFORE THE MEETING</b>	
Read and familiarise yourself with the objectives of the speech.	
Ask the Speaker if they'd like you to look out for anything else	
<b>DURING THE MEETING</b>	
Listen carefully while the Speaker is delivering their speech.	
Ensure that you have clearly written down the main points you want to make (or have them firmly in mind if you don't use notes) so they are structured into a coherent evaluation speech. Avoid having too many notes, as it is easy to go over time as an evaluator. Use small notes rather than notebooks or A4 sheets of paper.	
Use the C-R-C technique (Commend- Recommend-Commend) when evaluating the speaker: <ul style="list-style-type: none"> <li>- Give commendations. Praise the good aspects of the speech having in mind the speech objectives.</li> <li>- Give recommendations. Doing this constructively yet tactfully is the main challenge of an evaluation. Avoid being negative as this will not help the speaker improve. If you cannot think of any recommendations you can put forward alternative approaches for consideration which can be a useful device for evaluating an experienced speaker.</li> <li>- Give some commendations at the end of your evaluation</li> <li>- Give a summary of your evaluation</li> </ul>	
Be specific - Detail specific elements that were successful and specific suggestions for enhancement.	
Don't try to cover too many points. You can chat with the speaker after the meeting to go into more detail, covering aspects more appropriately addressed only to the 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.	
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Without ignoring the speaker, address all the audience. Expressions like "I believe we could all learn from the way in which ..." make everyone feel involved.	
All comments should be expressed as your personal opinion, for example, "I think ..." or "My view is ..."	