

## Topics Evaluator

### ELDER GATE TOASTMASTERS CLUB

#### MEETING GUIDELINES

**FUNCTION:** The Topics Evaluator is responsible for the evaluation of the Table topics segment of the meeting.

If a long topics session is scheduled, two topics evaluators are sometimes appointed.

**PREPARATION:** Discuss the theme(s) of the session with the Topics Master.

If two topics evaluators have been appointed, ensure that you both agree which speakers you are evaluating (odd and evens is the usual method).

Normally you will have 5 minutes for your evaluation, so you will only have about 30/40 seconds to comment on each speaker, decide in advance the particular points that you will be looking out for.

#### **AT THE MEETING:**

- 1) Take notes on each topics contribution and prepare a 30-second report on each.
- 2) When called upon by the General Evaluator, comment first on the running of the topics session as a whole with particular emphasis on the choice of subject matter.

Points that may be covered include:

Introduction and “scene setting” - brief and to the point  
Individual subjects - did the speakers understand what was required  
Did the subject(s) give rise to a good overall performance from speakers  
Was the session fast-paced and without disruptions  
Was there a speaking opportunity for everybody not speaking elsewhere  
Did the session run to time

- 3) Then deliver your individual reports.

Points that may be covered include:

Summary of the contribution/any obvious good or bad points  
Construction - did the contribution have a beginning/middle/end  
Did the contribution stick to the subject given  
Quality of presentation/confidence/eye contact/vocal variety, etc.  
Quality of content/interesting/original/informative/humorous  
Recommendations for improvement

- 4) Finally, comment on the wrap up, times, vote, and on the overall presentation and organisation of the session.

# Topics Evaluator

Topics Master .....

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TOPIC 1 BY ..... Subject.....TIME (2 MINS) ACTUAL

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TOPIC 2 BY ..... Subject.....TIME (2 MINS) ACTUAL

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TOPIC 3 BY ..... Subject.....TIME (2 MINS) ACTUAL

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TOPIC 4 BY ..... Subject.....TIME (2 MINS) ACTUAL

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TOPIC 5 BY ..... Subject.....TIME (2 MINS) ACTUAL

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SUMMARY/TOPIC 6 BY ..... Subject.....TIME (2 MINS) ACTUAL

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