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Toastmasters speech evaluation guide

The role of the speech evaluator is to provide feedback to the speaker in an honest and constructive manner. Before the speech, find out: What the presentation is about, what the manual speech speaker is doing, what are the speech goals, what other personal goals the speaker may have. Ten tips for effective evaluation: 1 Learn goal speakers 2 Listen actively 3 Make sure 4 Evaluate your rating on speaker 5 Customize your body language 6 Show the speaker how to improve 7 Give a positive boost 8 Help the speaker stay motivated 9 Evaluate speech, not person 10 Nourish self-esteem and be originalValue should be positive, Constructive and informative: COMMENT - what was good, why it was good RECOMMEND - what was ineffective, why & demonstrate how to improve COMMENT - what was good, why it was good * Don't retell or rehash speech * It's not about you & don't add to the conversation * Criticism is not lime speechThis three types of reviews: WRITTEN - based on verbal speech objectives - less comprehensive; more motivational OneToOne - after the meeting - clarify all the questions the speaker may have – discuss any sensitive points – the speaker can give feedback on the ratings I interviewed for the 2007 District 36 review speech contest champion, Christine Clapp, on November 30th, 2012. Although she is a successful educator, keynote speaker, and speaking coach, she graciously shared her deepest insights. In her words, here are the secrets to winning the Toastmasters speech rating contest. Christina's overarching theme is that speech evaluation must have a clear structure. Tip #1: Craft a positive introduction like any other speech, speech evaluation must have an introduction, body, and conclusion. During the introduction, start by thanking the speaker and saying something relevant, personal and positive. For example, 'Your speech is such a timely topic. Totally empathize with you, because I have children who get sick at the worst of times. Tip #2: Focus on content and delivery in the body of the Body rating When you move into the body to give your audience a preview of how you'll move in the ratings. Most reviewers simply go through a list of things chronologically that can feel chaotic. I always structure my evaluation with two sections in the body – content and subsequent delivery. When you structure yourself like this, you're different. Divide each of the two sections into three components. In the content section, start with one thing the speaker did well. Secondly, share one thing they did well but could have done better. Finally, close with one thing that they can improve on. Then repeat these three components in the shipment section. Do you want to solve problems for people by revealing the area of improvement, but also suggests a concrete example of how to address it. Each of the three components should be supported by specific examples of speech. Here's an example of sharing one thing a speaker did well but could have done better: You did well on your gestures when you showed us how you hacked a coconut out of a tree. But it would be more impressive if your gestures were this exaggerated (shows).` Tip #3: Conclude with call-back, call-to-action, and summary when going to the end, call back to the positive detail that you used during the introduction. Then encourage the speaker to use the appropriate call to action related to the Toastmasters communication or track leader. For example, 'I hope you're considering using this for humorous speech content in the future.' Or: Your story has been told: you should consider continuing the advanced Storytelling guide. If they gave a leadership-focused speech, you could say: I hope you will consider extending this speech and presenting it as an educational workshop at your regional conference next spring. Many contestants don't look at the poll rating, which gives 15 out of 100 points for a brief, encouraging summary. About 1 in 100 evaluating contestants will actually provide an overview of their key points. For example, 'And just review, great work on it and that, and it would be really great if you could focus on it, do it, and do it in the future.' Literally doing that one thing alone will help you clear your way into the district if not win the district contest. Tip #4: Knowing where the speaker sits in the previous district's speech rating contest that I didn't win, I left the room before I saw where the speaker sat. This was a big mistake because when I was us put back in the room and on stage, I was looking into a crowd of 150 people trying to find the speaker. I didn't know where she sat. When I give a rating, I like to look at the person when I start and when I share accessories. Then, when I give suggestions on how speech might be even more effective, I extend my eye contact to the entire audience. In the contest I lost, I never made eye contact with the speaker. I felt uncomfortable and my speech looked strange and unrelated. The year I won, I waited in the room until the speaker sat down. All the other contestants ran out. I stood at the door, waiting to see where she sat. Then, when I arrived, I looked at the speaker and thanked her with direct eye contact. Tip #5: Watch the time Many, many of your competitors will be disqualified by going through 3:30. As with all Toastmasters competitions, you need to be very aware of the time. Give it a try! An international speech contest, the Toastmasters speech rating contest requires little or no advance preparation. Next time your club holds an evaluation competition, try christina's winning advice. Open a positive note with relevant personal detail. Discuss content and delivery separately in the body of speech with specific examples and advice. And finally, in conclusion with call-back, call-to-action, and summary. The purpose of the evaluation is to provide feedback to the speaker, which will result in: Encourage them to work to improve their presentation skills and help them improve their presentation skills. Crc Australian Toastmasters have developed a very effective rating structure. It's a sandwich commend | Recommend | Praise - CRC. Recommendations for improvement are packed with praise for existing skills. This style is based on educational research that has found that negative feedback is a very ineffective way to change human behavior. The most effective way to facilitate behavioural change is clear explanations and examples of proposed changes, followed by praise for improvement, no matter how slight and encouraging they try, I've developed EvaluationProForma to help you in your reviews. It is meant as a useful guide, not as a request. Praise and encouragement We always use positive feedback. We identify skills that the speaker already has that can be reused We recommend ways to improve existing skills We recommend ways to overcome current weaknesses We do not provide negative feedback in any way. We don't identify bugs. We're looking for opportunities to improve. We don't use negative words or phrases like criticism or error or pick on. Help The most effective help is to identify current skills that can be improved. Recommend improvements that can be made in current skills Recommend changes to current practices that will lead to improvement Explain why you are making recommendations Explain and show how to make the recommended change. The importance of recommendations for all speakers most toastmasters come to meetings to work on improving their speech skills. They are looking for ways to improve their skills. This includes very experienced and very skilled speakers. It can give a short, warm glow for the speaker to hear that the evaluator has no recommendations for improvement, but it does not help him improve. Be brave. Make recommendations to improve the best speakers as well as those you think like others. Express it as your personal opinion, but don't devalue it with an apology. Very skilled speakers will be very grateful for your personal perspective. Exclude expressions like I can't find any for this speaker. If all else fails, use this formula: I recommend that all members learn from how Mary (John) ... and then provide a very specific analysis of some particularly effective techniques used by the speaker. Your analysis can clarify an important matter of technique for the speaker. Give a brief summary at the end It is advisable to model the standard speech structure of the beginning, center, and end. The final summary helps members understand your points in the CRC context. Maintain your strongest praise for the last Time In Western Australia we have developed some form of CRC. It is not designed to be inflexible, but provides guidance on achieving an effective balance. Start with a few compliments - probably three. Give two recommendations. Finish with the strongest praise you can find for a speaker. Some examples You can look for a very simple EvaluationProForma that can help you clarify the structure and important things to look for. Very simple, stripped example Congratulations on your icebreaker speech, John. You've proven to be a vital, interesting person who will benefit our club. I commend you for your strong voice. We have a small problem with background noise, but you have the power to be heard in a very noisy environment. I suggest you work on your articulation, your intelligibility. You can do it in two different ways. Speak more slowly, giving listeners more time to listen to each word. [Speak relatively slowly as you carry out this sentence.] Avoid slurring or smearing your words using your lips and tongue to articulate consonies clearly. [Demonstrate this style in a slightly exaggerated way when delivering this sentence, slurring the words slurring and smearing with motionless lips, and then very clearly articulating the rest of the sentence.] My last commendation is for your speech structure. It was very effective that you mentioned your performance again at the end. It gave a rounded, complete feel to your speech and clearly showed that you have prepared carefully. So I first praised you for your strong voice and advised you to improve delivery by speaking more slowly and with clearer articulation. My last commendation dealt with your clear structure. Welcome to our club. An extended example that would take about 3 minutes to deliver thank you for your speech, Mary. You develop very quickly in your presentation skills and have already reached a very acceptable, even admirable standard of delivery. Project 5 focuses on voice diversity. I'm sure you've been successful in your work on vocal varieties. I commend you for the variety you have achieved with your voice, which fascinated us with its melodic diversity in pitch when you used the lighter, higher sounds [Demonstrate higher range of climb] and contrasted with them deeper, festive tones [Demonstrate lower pitch range]. At that time, you used different tones accordingly for the content. Congratulations. I commend you for your diversity in the speed of speaking. Your normal speed was stable and slow, which helps with the clarity of the articulation. You differed that occasionally with faster passages, and once, very effectively, when you talked about your immediate feelings after an accident, with very very slow, measured delivery. It was dramatic and captivated everyone's intense concentration. I commend you for your speech. You had a clear introduction that explained what you wanted to do. Part of the speech dealt with the three points you announced. And the conclusion neatly tied them together and repeated its purpose with speech. The clear, simple structure was a great aid to me as a listener in understanding your argument and persuasion by it. I'm definitely going to follow the speed limits around my suburb. I have two recommendations for you to work on. Firstly, I think you can use the dramatic quiet to shout a particularly important statement. Extended... pause [Give a long pause before the word pause] before a particular word or sentence puts a lot of emphasis on it. And it can work well after an important ... word, too. [Pause after important]. Try both the next time you talk. I think it'll be effective for you. Secondly, I recommend that you work on your attitude and movement. Sometimes you tend to wander around in what seems to be an unplanned, unplanned way. I advise you to practice standing quite calmly, in a balanced, relaxed way like this. [Show your attitude.] Do it for the whole speech. Then, if you can do it instinctively, put in place a planned movement that will strengthen and enhance your content. My last praise is for your animated facial expressions. You smiled a lot. You frowned. You looked worried. You looked scared. Expressions have always been appropriate for what you said, and strengthened your words mightily. I will remember for a long time how your face changed from joy to worry and then to complete fear just before the impact. It was amazing. I commended your diversity on the field and the speed of the talk. I commended your speech, your introduction, your body and your conclusion. I recommend that you work on using the quiet for emphais and to practice standing. I highly commended you for your animated facial expressions. This was an excellent 5 speech project. Some tips for evaluation competitions 1. Model good speaking practice as you give your rating. It is not effective to mumble recommendations to use clear articulations. 2. Provide a good rating using the above principles. 3. Always have a final summary. Although it carries only 10% on the Rating form, judges may mark the right down if you omit it. 4. Don't take risks with going overtime. A brilliant rating that lasts 3 minutes 31 seconds is disqualified. Be especially careful with your initial compliments. Don't get carried away. 5. State the reasons why your commendations or recommendations are important and prove them as well. Remember the cliché about the picture worth a thousand words. 6. They mostly deal with common issues such as eye contact, voice quality, attitude, gestures and speech design. You want the judges to know that you understand their importance. 7. Include some new point either in your praise or recommendation that will make the judges sit back and listen carefully. Go for something quite sophisticated, but explain your point with crystal clear accuracy and prove it accurately. If you're confusing the judges, it's a disaster. If you light them up - Bingo!!! (But please don't do your standard practice outside of competitions.) 8. Did not fit in terms of project speech number. You won't have any information about that. He'll deal with it like standard language. If you guess the project number and the judge guesses otherwise, you may be marked as your mistake. If you feel absolutely forced to make a comment, you can risk something like this: This would be a very appropriate speech for Project 5, Vocal Variety. But it would be risky. David Nicholas DTM DTM

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