



How to Evaluate

Toastmaster meetings are far more about **giving feedback** than about prepared speeches.

Giving feedback to your peers is the main way everyone learns, including the evaluators as it helps think about their own speeches.

Evaluation is the most crucial skill to develop in toastmasters

Mastering evaluation will help by

- Encouraging active listening
- Becoming efficient with time and prioritizing
- Practice motivating the other members
- Developing your knowledge
- Allowing you to speak in structured way

Being able to give good feedback will make you an excellent speaker and club member.

There two main approaches to being an evaluator

Approach 1 is:

- What I See
- What I Heard
- What I Felt

Approach 2 is:

- Structure
- Content
- Delivery

There are merits and demerits to both.

See, Heard, Felt is more right brain in nature as it evaluates more by feeling and tone. What it tends to miss are the mechanics of a speech

Structure content and delivery is more left brain in nature as it looks at speeches in a more technical way. What it can miss is the emotion and tone.



Generally in toastmasters, certainly in the competitions, the structure, content and delivery approach is used the most. It gets reflected in the general method known as **CCRRC**

This acronym stands for:

1. Commend
2. Commend
3. Recommend
4. Recommend
5. Commend

To understand how that is used read the guides on feedback this section: **1st London Evaluation Guide** and Toastmaster International **Effective Evaluation** that gives generalised advice on approach.

Before you give any evaluation for the first time, take time to read through them.

1st London Guide

The 1st London guide is derived out Freddie Daniels workshop. Freddie is a toastmaster at Holborn Speakers and Excalibur advanced speaking club. He is a familiar figure on the toastmaster scene and has been running his evaluation workshop for a number of years. If you do get the chance to attend a workshop run by long standing member, please do so as you will learn a lot. Also attached is Freddy's summary slide on evaluations.