

# TOASTMASTERS INTERNATIONAL®

Power Speakers Toastmasters  
Club 1575030 - Area 24 - Division B - District 47

## **LECTERN CHEAT SHEET – GENERAL EVALUATOR**

### **1. STATE THE PURPOSE OF THE EVALUATION SEGMENT (as follows):**

- a. The purpose of the Evaluation segment is to:
  - a.i. Help speakers and club members improve their speaking skills by providing feedback.
  - a.ii. Help meeting organizers, contributors and club members improve their leadership skills by providing a general evaluation of the meeting.

### **2. STATE THE PURPOSE OF THE GENERAL EVALUATOR (as follows):**

- a. The purpose of the General Evaluator is to:
  - a.i. Introduce Speech Evaluators
  - a.ii. Provide an evaluation of the meeting

### **3. REQUEST TIMING REQUIREMENTS (as follows):**

Mr(s) Timer may we have the timing requirements for the Evaluations?

### **4. INTRODUCE EVALUATOR(S):**

Introduce speech Evaluator(s) and speaker(s) evaluated.

### **5. REQUEST TIMING REPORT AFTER LAST EVALUATION (as follows):**

Mr(s) Timer may we have the timing report please?

### **6. REMIND AUDIENCE TO VOTE (as follows):**

Please vote for the "Most Improved Evaluator" and pass your ballots to the Vote Counter.

### **7. REQUEST CONTRIBUTORS REPORTS:**

Ask each of the following helpers to stand and provide their respective reports:

- a.i. AH-Counter
- a.ii. Grammarian
- a.iii. Body-Language Monitor

### **8. PROVIDE MEETING EVALUATION**

- a. Opening of the meeting: on time? self-introductions.
- b. Table Topics: Diversified questions? Newer members called on? Were speakers called in error? (prepared Speakers should not be called on unless there is time and everyone else has already received a topic).
- c. Quality of the speeches: Were objectives met? Were speeches original? Any point missed in the evaluations.
- d. General Conduct: Was everyone properly addressed? Did participants perform their duties? Did participant return control of the lectern? Was each segment on time?

### **9. RETURN LECTERN CONTROL TO TOASTMASTER (as follows):**

Having completed my duties as General Evaluator, I now return control of the lectern to our Toastmaster of the evening: (name).

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## **LECTERN QUICK CHEAT SHEET - GENERAL EVALUATOR**

1. **STATE THE PURPOSE OF THE EVALUATION SEGMENT.**
2. **STATE THE PURPOSE OF THE GENERAL EVALUATOR.**
3. **REQUEST TIMING REQUIREMENTS (as follows):**
4. **INTRODUCE EVALUATOR.**
5. **REQUEST TIMING REPORT AFTER LAST EVALUATION.**
6. **REMIND AUDIENCE TO VOTE.**
7. **REQUEST CONTRIBUTORS REPORTS.**
8. **PROVIDE MEETING EVALUATION.**
9. **RETURN LECTERN CONTROL TO TOASTMASTER.**