

# EVALUATION WORKSHOP NOTES

Use the space below  
to take notes

## What is an Evaluation?

- Feedback (the purpose of communication) & a big part of the Growth process.
- Personal opinion.
- Mini Speech in itself (needs BME, eye contact, body language, vocal variety etc)

## Why Do We Evaluate?

- Assist speaker's development – peer to peer feedback
- Assist evaluator's development – ABE ~ Always Be Evaluating
- Help grow audience skills (they observe both speech and feedback.)

## Prepare

- Read the "Effective Speech Evaluation" (in your NM Kit).
- Start with the end in mind (S Covey) ~  
<a> read the Speech Objectives (if a manual speech) or  
<b> read the Contest Rules / Judging Form (if relevant).
- Read the earlier evaluations in their manual and note progress.

## Listen Carefully & Watch

- Listen carefully, don't prejudge (eg "this guy always waffles").
- The warm fuzzy compliments are easy, you are going to need Recommendations (without them you are implying the speech was perfect). Avoid whitewashing.

## Deliver

- Observe formalities, address the TM or Contest Chair.
- Paraphrase objectives (no need repeat slavishly).
- Did the speaker meet the objectives?
- Deliver your evaluation as a mini speech – have a BME.
- CRC - CRCS - CRS (end should be the Summary).
- Try using 3<sup>rd</sup> Person (audience) for your 'C's and 1<sup>st</sup> Person (speaker) for your 'R's. Try to establish Rapport with the speaker.
- Watch time - wrap up regardless on the yellow – you go through a red light at your peril.
- Be specific eg I have 3 recommendations for you.

## What To Bear In Mind

- Use phrases like; "I felt, I believe. I wonder if you would have done better....? In my opinion.."
- Positive not personal – try for rapport - never critical.
- Relevant beats comprehensive – prioritise. KISS notes. Mind Map?
- Avoid retelling content, focus on speech (remember we were there too).
- Motivate – you are there to build better speakers.
- Examples - use examples from the speech to illustrate your point.
- Avoid cliches ("well done", "very good", "I look forward to hearing your next manual assignment").

## Remember

- ABE - Always Be Evaluating
- CRS – Commend – Recommend – Commend/Summarise