



TEN TIPS FOR TERRIFIC EVALUATIONS

- * **Use personal statements to describe your reactions...**
“I felt...It seemed to *me*...From *my* point of view...*My* reaction was...*My* impression was...”
- * **Do not tell the speaker what he/she did, but rather what you perceived...**
Avoid phrases such as...“*You* did...*You* were...*One* must”
- * **Avoid do’s and don’ts and right’s and wrong’s...**
Attempt to understand and describe rather than judge. Evaluate more than speeches...evaluating helps with the mentoring process
- * **Make your remarks relevant to the speaker’s topic, purpose, expectations, personality and emotions...**
Use the objective guidelines as a way of organizing your reactions. This includes requirements of specific speeches, the speaker’s purpose, and his/her delivery
- * **Give honest feedback and be objective...**
If your reactions were positive...say so, if there was a specific area to improve upon...say so, if you were confused...say so...**but do it all in a positive, constructive tone**
- * **Avoid giving feedback on things over which the speaker has no control, and emphasize the strengths of the speaker as you see them...**
Be specific, be positive, be descriptive, giving examples whenever possible...
- * **Demonstrate what you mean...**
Use specific points of the speech to illustrate how to improve and demonstrate how those points could be improved by trying something different...
- * **Observe, Perceive, Listen...**
Watch the speaker and observe the audience’s reaction, give your perceptions not your judgments, and develop your listening skills rather than your ‘talking’ skills...dialogue *with* the speaker not to or at them
- * **Review how the speaker met the manual objectives...**
The speech objectives are designed to focus on specific areas of communicating. Utilize those objectives as the foundation for your evaluation, showing the speaker how they properly met their objectives and how they could use elements of that manual objective to improve future efforts...
- * **End your evaluation on a positive note...ALWAYS!**
As an evaluator, you will be the catalyst for change for the speaker. Your overall effort at evaluation has the power to **discourage** or **encourage** the speaker’s future efforts...always be supportive, encouraging and give the speaker something to look forward to as they prepare for future speeches...