

Table Topics Evaluator

Role Guide Version 2.1

Thank you very much for being the Table Topics Evaluator for our Club meeting. Below are some tips for your consideration:

Responsibilities

- To provide concise feedback on the speeches made by each Table Topics Speaker.
- To let the speakers know if they answered the question in an effective manner.
- To inform the speakers what particular speech skills they already possessed.
- To suggest improvements.
- To evaluate the speaker, not the Table Topics Master.

Guidelines

- 3~4 minutes to provide comments for 4~5 Table Topic speakers is not a long time.
- Mention only 1 or 2 areas for improvement. Any more may overwhelm a speaker.
- Be prepared to provide oral feedback that will take around 30 seconds per speaker.

Prior to the Meeting

If necessary, refer to the evaluation guidelines in the Effective Speech Evaluation manual to assist you in preparing for the meeting.

At the Meeting

Listen carefully to all of the speakers and jot down 1 or 2 details about the table topic. During the evaluation session you will be asked by the General Evaluator to provide a concise and organized evaluation of all of the speakers. Avoid providing a summary of all the Table Topics. This is not considered an evaluation. You are not required to evaluate the Table Topics Master. This is the responsibility of the General Evaluator.

Evaluate how well each of the participants responded to their specific questions.

1. Did the speaker understand the Table Topics Master's instructions?
2. Did the speaker successfully develop the topic or did the speaker avoid the question?

Mention one or two strengths of each speaker and suggest one area for improvement.

1. Did the speaker deliver a well organized response with a clear introduction, body and conclusion?
2. Did the speaker use eye contact?
3. Did the speaker use body language effectively to convey their message?

Table Topics Evaluator Record Sheet

Program Participant	Speaker's Name	Performance	
		Strengths	Areas for improvement
Table Topics Speaker # 1			
Table Topics Speaker # 2			
Table Topics Speaker # 3			
Table Topics Speaker # 4			
Table Topics Speaker # 5			
Table Topics Speaker # 6			