

WHEN YOU ARE AN EVALUATOR...

Read speaker's assignment and the evaluation guide before the speech.

Pay close attention using your ears as well as eyes.

You are describing your reactions to the speech. Your evaluation is your own personal opinion.

Your job is **NOT** to pass judgment.

	<p><i>Make the Speaker feel good about her/him...</i></p>	<p><i>When offering recommendations...</i></p>
DO THIS	<p>Use PERSONALIZED phrases such as:</p> <ul style="list-style-type: none"> • "My reaction was..." • "It appeared to me..." • "I felt that you..." 	<p>PERSONALIZE them by saying:</p> <ul style="list-style-type: none"> • "I suggest..." • "I think your speech will have a stronger impact on me if you..." • "A technique I found useful is..."
AVOID THIS	<p>AVOID statements like:</p> <p>"You should have..."</p> <p>"You failed to..."</p> <p>"Your opening was..."</p>	<p>AVOID impersonal statements such as:</p> <p>"You should..."</p> <p>"You must..."</p> <p>"Try to..."</p> <p>"Good speakers do it by..."</p>
<p>REMEMBER:</p> <ul style="list-style-type: none"> • You are speaking only for yourself. • Limit number of suggestions to improve to not more than three • You are talking to the speaker – DIRECTLY, PERSONALLY – and not to the entire group • Avoid giving evaluation in third person – Sentences don't start with He/She or His/Her 		