

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.
- Your job is not to pass judgment, but to share observed behavior and your reaction.
- Use “I” messages to keep focus on behaviors, and not the person. "You were inspiring," is about the person. "I observed how passionately and energetically you inspired the audience with your personal story" is about behavior.

	<i>To make the Speaker feel good...</i>	<i>When offering recommendations...</i>						
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...” “You failed to...” “Your opening was...”</p>	<p>AVOID impersonal statements such as:</p> <p>“You should...” “You must...” “Try to...” “Good speakers do it by...”</p>						
YOU ARE SHARING FEEDBACK, AND NOT GIVING ADVICE	<p>“I” technique helps you shift message from “ADVICE” mode to “FEEDBACK” mode</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">ADVICE</td> <td style="text-align: center; width: 33%;">(→)</td> <td style="text-align: center; width: 33%;">FEEDBACK</td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Don’t be so scared. • You need to stand up straight. • You have to speak up. • You need to improve your eye contact. • You didn’t move enough. </td> <td></td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • I noticed that you were shaking. • I observed that your upper body was tilted forward. • I had trouble hearing you. • I saw that you were averting eyes from the audience. • I noticed that you gestured with your hands when you spoke up. </td> </tr> </table>		ADVICE	(→)	FEEDBACK	<ul style="list-style-type: none"> • Don’t be so scared. • You need to stand up straight. • You have to speak up. • You need to improve your eye contact. • You didn’t move enough. 		<ul style="list-style-type: none"> • I noticed that you were shaking. • I observed that your upper body was tilted forward. • I had trouble hearing you. • I saw that you were averting eyes from the audience. • I noticed that you gestured with your hands when you spoke up.
ADVICE	(→)	FEEDBACK						
<ul style="list-style-type: none"> • Don’t be so scared. • You need to stand up straight. • You have to speak up. • You need to improve your eye contact. • You didn’t move enough. 		<ul style="list-style-type: none"> • I noticed that you were shaking. • I observed that your upper body was tilted forward. • I had trouble hearing you. • I saw that you were averting eyes from the audience. • I noticed that you gestured with your hands when you spoke up. 						
<ul style="list-style-type: none"> • You are speaking only for yourself. You are talking directly to the speaker. Helps to avoid sentences that start with “He/She” or “His/Her”. • Limit number of suggestions to improve to not more than three. • When you use specific details, examples from the speech, speaker can understand and relate to your feedback more easily. It helps you come across credible to the speaker and group. 								