

# General Evaluator's Worksheet

Be Concise - 10 minutes for 10 Evaluations!!!

Note on Evaluation: The primary reason why we have evaluations in Toastmasters is in order to improve. Evaluations should be positive and helpful and each Evaluators goal should be to help their fellow Toastmasters to develop their skills. Evaluations should help people overcome weak habits and add power to good ones.

Main Focus Points: Preparation / Organization / Delivery / Enthusiasm / General Performance of Duties			
Role	Commend	Recommend	Commend
Presiding Officer			
Toastmaster			
Timekeeper			
Topics Master			
Topics Evaluator			

**Evaluator Focus Points: Delivery / Enthusiasm /  
Used a Commend-Recommend-Commend Style / Positive, upbeat and helpful?  
Pointed the way to improvement?**

<b>Role</b>	<b>Commend</b>	<b>Recommend</b>	<b>Commend</b>
<b>Grammarian</b>			
<b>1st Evaluator</b>			
<b>2nd Evaluator</b>			
<b>3rd Evaluator</b>			
<b>4th Evaluator</b>			