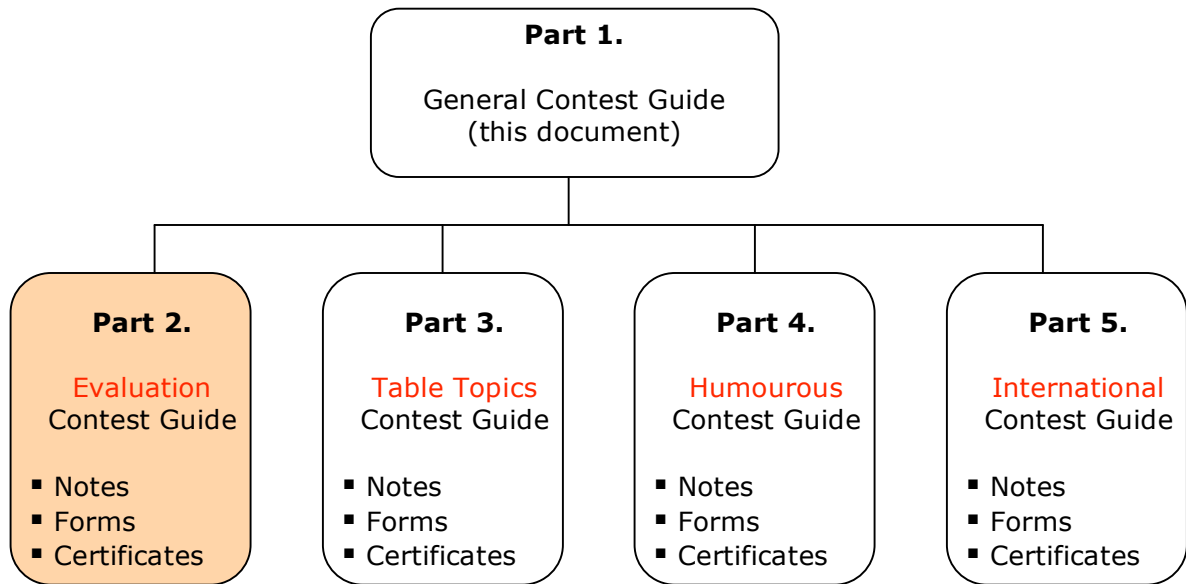


Evaluation Contest

This guide is the second part of a manual on TM contests as a whole



Part 2 – Evaluation Contest Guide

Contents

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Purpose

To encourage the development of evaluation skills and to recognise the best as encouragement to all, and to provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

Eligibility

All Toastmasters who are members in good standing of the Club in which they are competing are eligible to compete. The Club also must be in good standing. New, dual, or reinstated members must have dues and membership application current with Toastmasters International.

The following are ineligible to compete in this contest:

- incumbent International Officers and Directors
- District Officers (Governor, any Lieutenant Governor, Secretary, Treasurer, Public Relations Officer, Division and Area Governors) whose terms expire June 30
- International Officer and Director candidates
- Immediate Past District Governors
- District Officers or announced candidates for the term beginning the upcoming July 1
- presenters of educational sessions at the Area, Division, and District event at which the contest will be held
- an individual may not be a judge at any level for a contest in which they are still competing

The Test Speech and Evaluation

You will listen to a test speech of 5-7 minutes duration, usually taken from the Communication and Leadership manual. You may make notes during the test speech using your own writing materials.

At the conclusion of the test speech, you will have exactly 5 minutes to prepare your evaluation. You will then hand your notes to the contest sergeant at arms for safekeeping.

At the end of this time, all except the first speaker go to a separate room to wait until called.

You will be handed back your notes immediately before your evaluation speech.

The speech timing is 2-3 minutes. You will be disqualified if you speak less than 1 minute 30 seconds or more than 3 minutes 30 seconds.

Timing

Timing begins with the first definite verbal or non-verbal communication with the audience.

Green light is turned on at 2 minutes and stays on for 30 seconds.

Amber/Orange light is turned on at 2 minutes 30 seconds and stays on for 30 seconds.

Red light is turned on at 3 minutes and remains on until the evaluation ends. There is no signal (e.g. buzzer) for going overtime.

Judging Criteria

- **Analytical Quality - 40%**
Includes effectiveness of evaluation, careful analysing strengths and weaknesses of speaker's presentation. Make clear and logical comments. Identify specific strengths and weaknesses.
- **Recommendations - 30%**
Offering specific recommendations for improvement, practical, helpful, positive
- **Technique - 15%**
Refers to the manner in which your comments and recommendations are presented. Sensitive to feelings and needs of speaker, yet inspirational and encouraging.
- **Summation - 15%**
Concluding your evaluation, briefly summarising your comments and suggestions, being positive and encouraging.

Briefing the evaluation judges:

A 'script' is provided here to use during the briefing. It may be useful if it is your first time as Chief Judge. <http://www.toastmastersdistrict61.org/eng/contest/docs/judg-eval-e.pdf>

(Before the contest is called to order you will have had the opportunity to brief the contest officials. Either you or the Contest Toastmaster will brief the Contestants)

- Upon being introduced by the (Area Gov)(Div Gov)(Dist Gov) thank him/her and welcome the audience.
 - Explain to the audience why we have an Evaluation Contest and briefly review the rules under which the contest will operate.
 - Acknowledge distinguished guests, the Chief Judge and all other officials.
 - Inform the audience and judges of the contestants speaking order.
 - Introduce the Test Speaker
 - After the Test Speaker has concluded his/her speech proceed to the lectern and shake his/her hand and thank him/her for a job well done.
 - Ask the Sgt-at-Arms/Usher to escort all Contestants from the room.
 - Ask the Timer to notify you when 5 minutes have elapsed.
 - Call the Test Speaker to the lectern for interview OR conduct Table topics or another activity that can be timed to approx 5 minutes.
 - Present the Target Speaker with a Certificate of Participation and lead the applause.
 - When the Timer indicates 5 minutes have elapsed, ask the Sgt-at Arms to usher the first contestant into the room.
 - Introduce the first Contestant [*"Our first contestantToastmaster John Jones."*]
 - Remain at the lectern until the Contestant arrives, shake his/her hand and step back.
 - After the Contestant has recognized you, be seated.
- After Contestant Number One has completed his/her comments, step to the lectern and shake his/her hand and ask the timer to notify you when One Minute has elapsed. Ask the audience to remain quiet so the judges can complete their judging form.
- Introduce Contestant Number Two in the same manner as Contestant Number One and follow the same procedure as outlined above.
 - Ask the audience to remain quiet while the judges complete their ballots. Ask the judges to hold up their hand when their ballots are ready to be picked up by the Counters.
 - When the last Contestant has completed his/her comments and left the lectern, ask the Chief Judge to signal you when all ballots have been collected.
 - When the Chief Judge indicates all ballots have been collected and left the room with the Counters, lead the audience in a round of applause for the Contestants excellent performances.
 - Call each contestant back to the lectern to 'interview' them and present the participation certificates. [Note – you may have used the biographical information form to gather some background information on the contestants. A copy of the form is attached in this manual]
 - Repeat the above process until all contestants have been interviewed and presented with Certificates of Participation.

- By now, the judges should have returned with the result. You can make your final comments and hand over to the Chief Judge to announce the winners and present the prizes.



Club No. _____
District _____
Name of Contest _____

Eligibility (To be completed for all contests)

I certify that I am eligible to compete, under the current Speech Contest rules. I am an active Club member in good standing and meet all other eligibility requirements.

SIGNATURE

PRINTED NAME

A certification of originality is not needed for the Evaluation contest.



EVALUATION CONTEST

Judge's Guide and Ballot

Names

| Judging Items [SEE OVER FOR DESCRIPTION] | <u>Suggested POINT VALUES</u> | | | | Name | Name | Name | Name | Name | Name | Name | Name |
|---|---|--|------------------|------------------|------|------|------|------|------|------|------|------|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | |
| | | | | | | | | | | | | |
| <u>ANALYTICAL QUALITY</u> CLEAR FOCUSED | 40 | 28-39 | 17-27 | 0-16 | | | | | | | | |
| <u>RECOMMENDATIONS</u> POSITIVE, SPECIFIC HELPFUL | 30 | 22-29 | 13-21 | 0-12 | | | | | | | | |
| <u>TECHNIQUE</u> SYMPATHETIC, SENSITIVE MOTIVATIONAL | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | |
| <u>SUMMATION</u> CONCISE ENCOURAGING | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | |
| TOTAL SCORE (100 Points Possible) | | | | | | | | | | | | |

(Detach and submit to Counters)

Judge's Official Ballot EVALUATION CONTEST



Name of Contestant :

| <u>PLACE</u> | <u>RANKING POINTS</u> |
|--------------|-----------------------|
| FIRST | 3 |
| SECOND | 2 |
| THIRD | 1 |

(NOTE: Votes must be cast for First, Second, and Third place or the ballot will be voided.)

(Signature of Judge)

(Judge's Name : Please PRINT)

JUDGING CRITERIA

ANALYTICAL QUALITY refers to the effectiveness of the evaluation. Every evaluation should carefully analyze the strengths and weaknesses of the speaker's presentation. Were the evaluator's comments clear and logical? Did the evaluator identify specific strengths and weaknesses of the presentation?

RECOMMENDATIONS are an important part of an evaluation. An evaluator not only points out the strengths and weaknesses of a speech, he/she also offers specific recommendations for improvement. Recommendations should be practical, helpful and positive, and they should enable the speaker to improve his or her next presentation.

TECHNIQUE refers to the manner in which the evaluator presents his/her comments and recommendations. An evaluator should be sensitive to the feelings and needs of the speaker, yet inspire and encourage the speaker in his/her future speaking efforts.

SUMMATION is how the evaluator concludes the evaluation. The conclusion should briefly summarize the evaluator's comments and suggestions, and be positive and encouraging.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second and third place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.



TOASTMASTERS INTERNATIONAL

EVALUATION CONTEST

TIEBREAKING Judge's Guide and Ballot

Names

| Judging Items [SEE OVER FOR DESCRIPTION] | Suggested POINT VALUES | | | | Name | Name | Name | Name | Name | Name | Name | Name | Name |
|---|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | | |
| | | | | | | | | | | | | | |
| <u>ANALYTICAL QUALITY</u> CLEAR FOCUSED | 40 | 28-39 | 17-27 | 0-16 | | | | | | | | | |
| <u>RECOMMENDATIONS</u> POSITIVE, SPECIFIC HELPFUL | 30 | 22-29 | 13-21 | 0-12 | | | | | | | | | |
| <u>TECHNIQUE</u> SYMPATHETIC, SENSITIVE MOTIVATIONAL | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | |
| <u>SUMMATION</u> CONCISE ENCOURAGING | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | |
| TOTAL SCORE (100 Points Possible) | | | | | | | | | | | | | |

(Detach and submit to Counters)

TIEBREAKING Judge's Official Ballot EVALUATION CONTEST



Note: All speakers must be ranked

Place / Name of Contestant :

First _____ Fourth _____ Seventh _____

Second _____ Fifth _____ Eighth _____

Third _____ Sixth _____ Ninth _____

(Signature of Judge)

(Judge's Name : Please PRINT)

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TOASTMASTERS INTERNATIONAL

Counter's Tally Sheet



This tally sheet should be given to the Chief Judge. The Chief Judge should provide the Chairman the names of first, second, and third (if appropriate) place contestants. The balance of the information is confidential and not to be made available as general information.

| NAME OF CONTESTANT | judge | judge | judge | judge | judge | judge | judge | judge | judge |
|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| Totals | | | | | | | | | |

1. From each ballot collected, enter on this tally sheet:
 - a. 3 points for FIRST place
 - b. 2 points for SECOND place
 - c. 1 point for THIRD place

2. After results from all ballots have been entered, compute totals.

3. If tie results, refer to Tie-Breaker Ballot (1188).

4. Enter winners as follows:
 - 1st Place Winner _____
 - 2nd Place Winner _____
 - 3rd Place Winner _____

5. On a separate sheet of paper, submit the names of the winners to the Chairman or the person who will announce the results. Clearly specify first, second, and third (if appropriate) place next to the corresponding names.

SPEECH CONTESTANT BIOGRAPHICAL INFORMATION

Please return this biographical information before _____ to the contest chairman if you are participating in a Club, Area, Division or District speech contest or to WHQ for the International Contest held at the Annual Convention.

The material provided here may be used during the contest interviews and/or for any publicity arising from the contest.

1. Your full name, address, telephone number(s) and email address(es)

2. Club Name and Number

3. Occupation

4. Employer

5. Interests

6. Notable accomplishments

7. Speech title (for International and Humorous contests only)

8. Officer positions held in your club, Area, Division or District.

9. Highest Toastmasters Award level reached

10. Name of community newspaper closest to you.