 

**Yanbu University College
Students Activities
Toastmasters International
Rise in Glory**

**General Evaluator**

**Meeting: Date: Time:**

**Name: ID:**

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| **Purpose****"As the General Evaluator, I will be observing and keeping notes on the overall conduct of the entire meeting. At the end of the meeting, I will facilitate the evaluation portion of the meeting, calling for evaluations of the individual speeches and calling on the timer, grammarian and ah counters for their reports. Finally, I will report on the overall conduct of meeting at the conclusion. At this time, will the Timer briefly explains his/her responsibilities during our meeting? Grammarian? Ah Counter?”** |
| **Prior to the Meeting** |
| 1. **Contact Your Evaluation Team to confirm participation in the meeting**
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| * **Timer**
 |
| * **Grammarian**
 |
| * **Ah Counter**
* **Vote Counter**
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| **At the Meeting** |
| * **Sit near the back of the room to observe**
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| * **Provide a general overview of your duties and responsibilities (see Purpose statement) when called upon by the Toastmaster**
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| * + **State the objectives for each scheduled manual speech**
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| * + **Call on Timer, Grammarian and Ah Counter for a brief explanation of their duties and responsibilities**
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| * + **Call for Voting for Best Speaker, Best Evaluator, and Best Table Topics (as applicable)**
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| **During the Evaluation**  |
| * **Give an overall evaluation of the meeting, including:**
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| * + **Business meeting (if applicable)**
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| * + **General quality of speeches and evaluations**
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| * + **General conduct of the meeting**
 |
| * + **Suggested Improvements**
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| * + **End on a positive note**
 |
| * **Call for: 1) Evaluations; 2) Timer Report; 3) Grammarian Report; 4) Ah Counter Report**
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| **Return Control to the Toastmaster**  |
| ***RETURN TO SECRETARY ONCE COMPLETE*** |

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| **General Evaluator’s Notes** |
| **Preparation of Meeting Members** |
| **Organization of Meeting** |
| **Time Management (Start on time, on pace with published agenda, etc.)** |
| **General Delivery of Meeting** |
| **Enthusiasms of Members - Did Toastmaster have a Theme?** |
| **General Performance of Duties** |
| **Other Comments, Suggestions, etc.** |
| **Evaluation of Table Topics (Note Strengths and Recommended Improvement)** |
| **Participant 1** |
| **Participant 2** |
| **Participant 3** |
| **Participant 4** |
| **Participant 5** |