



# Table Topics Evaluator Script and Log

Ghaziabad Toastmasters Club

## How This Role Benefits the Club

The Table Topics Evaluator plays a crucial role in encouraging members to improve their impromptu speaking skills. By providing concise, constructive, and encouraging feedback, the evaluator helps speakers refine their clarity, structure, and confidence.

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## Responsibilities of the Table Topics Evaluator

- *Listening Actively* – Pay close attention to each Table Topics speaker, noting strengths and areas for improvement.
- *Providing Constructive Feedback* – Deliver evaluations that highlight positives while suggesting meaningful improvements.
- *Keeping It Concise* – Provide balanced, time-efficient feedback that benefits both the speaker and the audience.

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## Before the Meeting

- Understand the key elements of effective impromptu speaking: *clarity, organization, confidence, vocal variety, and body language*.
- Familiarize yourself with common evaluation techniques, such as the *CRC method* (*Commendation* → *Recommendation* → *Commendation*).
- Be prepared to give feedback that is *specific, encouraging, and actionable*.

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## During the Meeting

- Observe each speaker carefully. Consider:
  - *Content*: Did the speaker present a clear, structured response?
  - *Delivery*: Was the voice clear and confident?
  - *Body Language*: Did the speaker maintain eye contact and use gestures effectively?
  - *Engagement*: Did they connect well with the audience?

- Take notes on each speaker's strengths and at least one area for improvement.
  - Avoid generic feedback like "Good job." Instead, provide specific observations like *"Your eye contact was excellent, which made your speech engaging. A slight pause before answering could make your response even stronger."*
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## **Delivering the Evaluation**

*(When called upon by the General Evaluator, step up and say:)*

*Mr./Madam General Evaluator, fellow Toastmasters, and guests,*

*I had the pleasure of evaluating today's Table Topics session. Each speaker displayed unique strengths, and I'd like to highlight their key takeaways.*

*(Now, briefly evaluate each speaker. Example:)*

- *[Speaker's Name] spoke with confidence and structured their response well. One way to enhance their impact could be to add more vocal variety.*
- *[Next Speaker's Name] engaged the audience effectively. A slight improvement in eye contact could make their delivery even stronger.*

*Overall, it was a fantastic Table Topics session, and I commend all speakers for their spontaneity and courage.*

*Back to you, Mr./Madam General Evaluator. (Pause for the GE to take over before stepping down.)*

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## **Best Practices for an Effective Table Topics Evaluation**

- *Be encouraging* – Always start with positive feedback to boost the speaker's confidence.
- *Be specific* – Give examples of what the speaker did well and where they can improve.
- *Be brief* – Keep evaluations focused and within time constraints.
- *Be balanced* – Offer praise and constructive criticism in equal measure.
- *Be engaging* – Maintain good energy while delivering your feedback.

### Evaluation Table

Use this table to take notes and structure your evaluation:

[illegible]

[illegible]