



# LEAMINGTON SPA SPEAKERS CLUB GENERAL EVALUATION

The content below shows the main areas for general evaluation in the ASC and what you might look for. This is intended as a guide and prompt for new and experienced evaluators. It is not a prescription that needs to be followed in order! Avoid re-evaluating the speeches and offering individual thoughts on every part of the meeting. Embrace this role that combines learning adviser and safety net by focusing on impactful points and discussing difficult issues while showing empathy for your fellow members. More information on General Evaluation can be found on page 30 of The Speakers Guide.

**Opening of the meeting** – Warm welcome, lively introduction from the President, and guests involved early.

**Chairing of the meeting** – Overview of the evening, any warm-up activity, explanation of timing, introduction of speakers and evaluators, linking between presentations, and smooth transitions around interval.

**Evaluators** – Most important part of the role. General and individual analysis and advice for the evaluators. Praise for good advice, creative explanations, and quality delivery. Watch out for evaluators retelling the speech, imbalance towards analysis, and repetitive phrases (“I liked this”, or “very good”).

**Topics/Impromptu or other activity** – General thoughts on the activity and contributions and draw out learning points. Individual analysis can be included but consider time this takes and if it could be done in other ways (after presentation).

**Meeting overall** – Did the programme succeed, was the evening enjoyable, and was there some educational worth?