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TOASTMASTERS CLUB

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DIVISION S AREA 2

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"What It Takes To Be a General Evaluator
& Elaboration On Evaluation Workshop"

2nd August 2003

2:00 pm to 5:30 pm

WHEN YOU ARE A PROJECT EVALUATOR

- Worthwhile or Wasted Speech
- Less Self Conscious
- Skill Level ~ Habits ~ Mannerisms
- Goals ~ Skills ~ Techniques
- Preparation
- Project Objectives ~ Evaluation Guide
- Gentle Advice
- Be Objective
- Disheartened Speaker
- New Life
- Lengthy Response
- Valuable Assets
- Serious Faults ~ Mannerisms
- Deserved Praise

PROJECT 1 ~~~ THE ICE BREAKER ~~~

- Uplift The Confidence
- Encouraging
- Supportive
- Friendly
- No Open Recommendations
- Commend The Strengths
- Commend The Efforts
- Not To Intimidate / Frighten
- Summarize Speaker's Narration
- Choice Of Words
- Speaking Development

PROJECT 2 ~~~ SPEAK WITH SINCERITY ~~~

- Manner Sincerity & Conviction Shown
 - ◆ Tone of Voice
 - ◆ Facial Expressions
 - ◆ Body Language
- Feelings ~~ Emotion ~~ Passion Evoked
- Knowledge of Topic
- Subject Thoroughly Understood
- Credible Source Of Information
- Strong Feelings About Topic
- Control & Confrontation Of Nervousness
- Convincing As Speaker
- Strong Note Of Appeal
- Support Conviction

PROJECT 3 ~~~ ORGANISE YOUR SPEECH ~~~

- Smooth Transition
 - ◆ Opening
 - ◆ Body
 - ◆ Conclusion of Speech
- Speech Opening
 - ◆ Attention Arresting & Grabbing
 - ◆ Suggest Techniques
- Speech Body ~~ Ideas Presented
 - ◆ Sequential
 - ◆ Orderly
 - ◆ Heavy
 - ◆ Haphazard
- Speech Conclusion
 - ◆ Memorable
 - ◆ Impactful
 - ◆ Abrupt
 - ◆ Clear
 - ◆ Technique Used

PROJECT 4 ~~~ SHOW WHAT YOU MEAN ~~~

- Gestures
 - ◆ Natural ~~ Varied ~~ Appropriate
 - ◆ Match Words Used
 - ◆ Stereotyped
- Fingers ~~ Fist ~~ Arms ~~ Hands
 - ◆ Position
 - ◆ Reinforce Message
- Body Movements
 - ◆ Natural ~~ Stiff ~~ Relaxed ~~ Confident
- Posture
 - ◆ Stance ~~ Position ~~ Feet
- Facial Expressions
 - ◆ Animated ~~ Serious ~~ Friendly
- Eye Contact
- Distracting Mannerisms
- Topic Selection ~~ Facilitates Usage
- Usage Of Gestures Enhances Speech
- Dramatic ~~ Purposeful ~~ Meaningful

PROJECT 5 ~~~ VOCAL VARIETY ~~~

- Volume ~ Pitch ~ Tone
 - ◆ How Each Is Explored
 - ◆ Quote Specific Examples
 - ◆ Further Explored
- Tone
 - ◆ Conversational ~ Pleasing
 - ◆ Natural ~ Domineering
 - ◆ Friendly ~ Enthusiastic
- Pitch
 - ◆ Irritating
 - ◆ Convincing
- Speaking Rate
 - ◆ Conversational
 - ◆ Pace
- Voice Quality
 - ◆ Rich ~ Expressive
 - ◆ Warm ~ Unique
 - ◆ Confident ~ Commanding
 - ◆ Convincing ~ Authoritative
- Clarity & Coherence
 - ◆ Audible
- Selection Of Topic ~ Facilitates Usage

PROJECT 6 ~~~ WORK WITH WORDS ~~~

- Word Choice
 - ◆ Descriptive
 - ◆ Expressive
 - ◆ Memorable
 - ◆ Picturesque
- Quote Specific Words Used
 - ◆ Effectiveness
 - ◆ Vivid Imagery
- Technical Language Used
 - ◆ Jargon
- Sentences
 - ◆ Lengthy → 2 /3 Shorter Ones
 - ◆ Easily Understood
 - ◆ Well Constructed
 - ◆ Vague
 - ◆ Ambiguous
- Provocative & Creative Usage
- Effective Active Voice
- Language Tools Used
- Topic Selection ~~ Facilitates Usage

PROJECT 7 ~~~ APPLY YOUR SKILLS ~~~

- Suggested Approach
 - ◆ Used
 - ◆ Adopted
- A I D A
 - ◆ Attention
 - ◆ Interest
 - ◆ Desire
 - ◆ Action & Agreement
- Brief Comments
 - ◆ Projects 1 – 6 Objectives
- Speech Content
 - ◆ Factually Supported
 - ◆ Illustrations Used

PROJECT 8 ~~~ ADD IMPACT TO YOUR SPEECH ~~~

- Selection Of Prop :
 - ◆ Appropriate → Speech
 - Message
 - Occasion
 - ◆ Add Value to Speech
- Introduction Of Prop
 - ◆ Display Of Prop ~~ Visibility
 - ◆ Handling Of Prop
 - Confidently
 - At Ease
 - Clumsily
- Prop Adds Impact To Speech
 - ◆ Helps Reinforce Message
- Size Of Prop
 - ◆ Visibility
- Difference
 - ◆ Visual Aids
 - ◆ Props

PROJECT 9 ~~~ PERSUADE WITH POWER ~~~

- Proposal Or ViewPoint
- Audience Persuaded ? How ?
- Proposals Presented ~ Logical ?
- Appeal To Self-Interest Of Audience
- Adoption Of 5 ~ Step Sequence :
 - ◆ Attention
 - ◆ Need
 - ◆ Satisfaction
 - ◆ Visualisation
 - ◆ Action
- Speech
 - ◆ Convincing
 - ◆ Sincere

PROJECT 10 ~~~ INSPIRE YOUR AUDIENCE ~~~

- Mood & Feelings Of Audience :
 - ◆ Speaker Understood ?
 - ◆ In What Way?
 - ◆ How ?
- Putting Feelings Into Words
- Occasion ?
- Following The 4 Essential Precepts :
 - ◆ Be Confident
 - ◆ Be Forceful
 - ◆ Be Positive
 - ◆ Be Definite
- Comments :
 - ◆ Techniques Learnt & Applied