



TOASTMASTERS PATHWAYS

— learning experience —

Pathways Evaluations

The Pathways Learning Experience includes training and opportunities for experience in speaking, giving feedback, and practicing Leadership. This section of the Guide is focused on the Evaluation or feedback portion of the Pathways experience.

The Guide will lead you Step-by-Step through finding the Evaluation Form you need and delivering feedback using the Evaluation Form's format. The primary purpose for the Evaluation Form is to help you provide feedback that is **supportive, focused, and actionable!**



Finding the Evaluation Form

There is a separate Evaluation Form for every Project in Pathways. There are two (2) ways to locate the form.

If your club uses the Free Toast Host Web site to schedule your meetings:

TOASTMASTERS INTERNATIONAL

Thoroughbred Toastmasters Club

Main Menu Members Only Meeting Agenda for February 13, 2023 **1**

Welcome to the meeting of President's Distinguished Thoroughbred Toastmasters Club #7931

The mission of a Toastmaster Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

Meeting Venue: Hybrid-Bob Kirby Library & Zoom (175 Iron Skillet Ct., Bowling Green, KY 42104, Phone: 270-303-1877)

[View Another Agenda](#) ☐ List All Agendas

Are you planning to attend this meeting? ☐ Yes ☐ No

Time*	Role / Agenda Item	Member
6:00PM	President	
6:04PM	President's opening remarks, Welcome members and Guests, Club announcements and business, Member Recognition.	

Role filled by [X]

1. Locate the correct Agenda and scroll down to the Speaker you will be evaluating.
2. Click "Evaluation Form"

6:23PM **Speaker #1**

6:31PM Speaker delivers a prepared speech from any Level of any Path in Pathways.

Role filled by [X]

Path: PATHWAYS - Motivational Strategies

Project / Time: (L1) Ice Breaker (4-6 min)

i Choose a project from the current list of Toastmasters International Pathways projects.

? Project Description

2

Evaluation Form

Project Title:

Beat the Bully

i Enter the title of your speech project.

few tools might be disabled.

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EVALUATION FORM

Ice Breaker

Member Name Date

Evaluator Speech Length: 4 – 6 minutes

Speech Title

Purpose Statement

The purpose of this project is for the member to introduce themselves to the club and learn the basic structure of a public speech.

Notes for the Evaluator

This member is completing their first speech in Toastmasters. The goal of the evaluation is to give the member an effective evaluation of their speech and delivery style. Because the "Ice Breaker" is the first project a member completes, you may choose to use only the notes section and not the numerical score.

If you know you will be the evaluator ahead of the meeting, communicate with the speaker to learn about them and their goals for their first speech. Be sure to set aside enough time in your schedule to meet with the speaker after

3. **Click** "Download this File"
4. **Click** on the downloaded file at the bottom left of the page.
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General Comments

You excelled at:

You may want to work on:

If your club uses another format to schedule your meetings:

12:23PM

Toastmaster of the Day: Jerry [Avatar]

- Introduction of Joke Master: Andrea [Avatar]
- Introduction of Lexicologist & Grammarian/Ah Counter: TracyLynn [Avatar]
- Announcement of speakers:
- 1. Stephen [Avatar] 2. Andrea [Avatar] 3. Sandy [Avatar]
- Introduce General Evaluator: Lawrence Lewis

1. **Contact** the speaker you are evaluating and
 - a. Ask them to **email the form** to you OR
 - b. Ask them to tell you the **Project Name** of their speech
2. From your login screen, **Click** “Base Camp”

The screenshot shows the Toastmasters International member dashboard for a user named Curt. The top navigation bar is dark red with the Toastmasters logo, the tagline "WHERE LEADERS ARE MADE", and links for "About", "Education Programs", "Membership", "Resources", "Magazine", "Events", and "Shop". A search bar and a "FIND A CLUB" button are also present. Below the navigation bar, a blue banner features Curt's profile picture, his name, and his membership details: "Member Since: March 01, 2017" and "Member Number: PN-06085460". A section titled "Get Instant Speech Analysis!" promotes the Yoodli AI tool. Below this, a section titled "My Education and Achievements" contains three cards: "Go to Base Camp" (with a red circle containing the number 2), "Learning Hub", and "Achievement Board".

Welcome, Curt | Find a Club | Start a Club | Contact Us | Search

TOASTMASTERS INTERNATIONAL WHERE LEADERS ARE MADE

About | Education Programs | Membership | Resources | Magazine | Events | Shop

Home / My Home

Where can we take you today, Curt?

Member Since: March 01, 2017 | Member Number: PN-06085460

Get Instant Speech Analysis!

With Toastmasters Yoodli, artificial intelligence (AI) will break down key speech insights for you, instantly. [Log in](#) to get started.

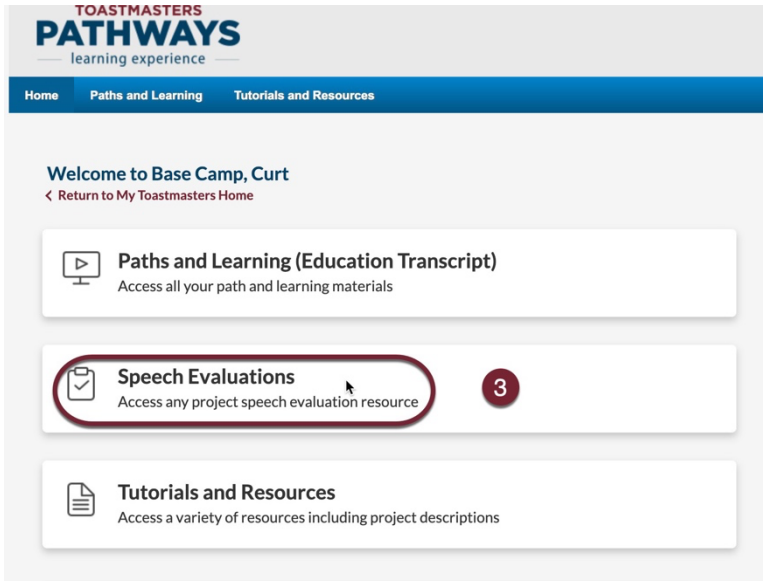
My Education and Achievements

Go to Base Camp
Access your learning path and tutorials

Learning Hub
All your education resources in one place

Achievement Board
Awards and recognition

3. At Base Camp, **Click** “Speech Evaluations”



4. From the list of Evaluation Resources, **click** the Evaluation Form you need (in this case, “Ice Breaker”)

Evaluation Resources

Select a project title below to view the evaluation resource.

Active Listening	Effective Body Language	Introduction to Toastmasters Mentoring	Managing Time	Reflect On Your Path
Advanced Mentoring	Engage Your Audience with Humor	Know Your Sense of Humor	Mentoring	Researching and Presenting
Building a Social Media Presence	Ethical Leadership	Lead in Any Situation	Moderate a Panel Discussion	Successful Collaboration
Communicate Change	Evaluation and Feedback—Evaluation Resource 1	Leading in Difficult Situations	Motivate Others	Team Building
Connect with Storytelling	Evaluation and Feedback—Evaluation Resource 2	Leading in Your Volunteer Organization	Negotiate the Best Outcome	The Power of Humor in an Impromptu Speech
Connect with Your Audience	Evaluation and Feedback—Evaluation Resource 3	Leading Your Team	Persuasive Speaking	Understanding Conflict Resolution
Create a Podcast	Focus on the Positive	Lessons Learned	Planning and Implementing	Understanding Emotional Intelligence
Creating Effective Visual Aids	Generic Evaluation Resource	Make Connections Through Networking	Prepare for an Interview	Understanding Vocal Variety
Cross-Cultural Understanding	High Performance Leadership	Manage Change	Prepare to Speak Professionally	Understanding Your Communication Style
Deliver Social Speeches	Ice Breaker	Manage Online Meetings	Present a Proposal	Understanding Your Leadership Style
Deliver Your Message with Humor	Improvement Through Positive Coaching	Manage Projects Successfully	Public Relations Strategies	Using Descriptive Language
Develop a Communication Plan	Inspire Your Audience	Manage Successful Events	Question-and-Answer Session	Using Presentation Software
Develop Your Vision	Introduction to Vocal Variety and Body Language	Manage a Difficult Audience	Reaching Consensus	Write a Compelling Blog
Distinguished Toastmaster	Introduction to Vocal Variety and Body Language—Speech			Writing a Speech with Purpose

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5

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Ice Breaker

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6

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General Comments

You excelled at:

You may want to work on:

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Using the Evaluation Form

Each Evaluation Form in the Pathways program has 3 major parts, 2 of which are identical for every form.

1. **Section 1** -- includes the purpose for the speech and some focus notes for the evaluator. This section differs for each speech and each Evaluation Form.
2. **Section 2** -- the General Comments Section. This section is the same on every Evaluation Form
3. **Section 3** -- Ratings and Comments covering Toastmaster basic speaking skills. This section is also the same on every form. The Evaluation Form also includes descriptive information about how to rate the basic speaking skills.

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General Comments
 You excelled at:

 You may want to work on:

 To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1	
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING	
Clarity: Spoken language is clear and is easily understood 5 4 3 2 1					Comment:
Vocal Variety: Uses tone, speed, and volume as tools 5 4 3 2 1					Comment:
Eye Contact: Effectively uses eye contact to engage audience 5 4 3 2 1					Comment:
Gestures: Uses physical gestures effectively 5 4 3 2 1					Comment:
Audience Awareness: Demonstrates awareness of audience engagement and needs 5 4 3 2 1					Comment:
Comfort Level: Appears comfortable with the audience 5 4 3 2 1					Comment:
Interest: Engages audience with interesting, well-constructed content 5 4 3 2 1					Comment:

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

Audience Awareness

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively
- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice
- 1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

EVALUATION CRITERIA – Ice Breaker

The Evaluation Form is designed to be used before, during and after the speech.

Before – Section 1 (Purpose & Focus) should be reviewed before the speech to get an overview of the purpose for the speech and how to focus your evaluation.

During – Section 2 (General Comments) is the part of the form you use to take notes during the speech, and it is the outline for your oral evaluation.

After – Section 3 (Basic Skill Ratings) is to be completed after the speech. This is information that is valuable to the speaker after the speech when the speaker reviews the form.

Preparing and Delivering Your Oral Evaluation

Section 2: (General Comments) Since the purpose of the evaluation is to provide the speaker with **supportive, focused, and actionable** feedback, what you say and how you deliver your feedback is critical to the speaker's growth.

The **General Comments** section is divided into 3 categories. You should limit your feedback to these areas:

- a) You excelled at
- b) You may want to work on
- c) To challenge yourself

The basic assumptions behind these categories are:

- a) Everyone does something well.
- b) Everyone has areas of growth to focus on.
- c) Everyone can improve even more by moving out of their comfort zone.

Here are some examples of supportive, focused, and actionable feedback:

What and why you excelled:

- Your speech was well organized and easy to follow. It fit the purpose and focus categories well.
- You are easy to listen to; your voice is well modulated and pleasant.
- Your story caught my attention and kept me listening until the end.

What and how you can address the areas you may want to work on:

- You lost me between the third and fourth mini story. Organize your speech so that the events flow and are easy to follow.
- You have the habit of rolling your eyes upward when you are trying to remember your outline. Stay focused on the audience and use a pause instead to refocus your thoughts.

- You use the same hand gestures over and over. This is distracting after the first couple times and minimizes their effectiveness. Try a practice session in front of a mirror and use a couple different gestures until you are comfortable using them.

What if you could challenge yourself to:

- Imagine if your narrative was in first person, rather than third. Because we knew it was you, we would be much more drawn into the speech because we can identify with you.
- What if you used more personal disclosure? This would electrify your presentation because you would be sharing things about you that we did not know.
- You have an excellent humorous style and weave humor into all your speeches. You might try being 'serious' without a lot of humor. The change in style could help us focus more on the 'message' in your speech.

Make your delivery simple and focused on your notes in these three categories. Deliver your 3-minute feedback presentation based on the category notes you have made.

There is no need to touch on every Toastmaster speaking skill unless there is a particular issue you need to address. You should complete those individual ratings and comments after the speech for the speaker to review when you return the form to them.

After some observation and practice, this kind of evaluation will be easy for you to deliver and effective for the receiver to hear. It offers a simple, effective plan for guiding a member's growth!

