

Effective Evaluation

Definition of Evaluation: One person's opinion and reaction to a presentation or speech

Objectives of evaluation:

- To assist the speaker by providing honest and constructive feedback
- Improve listening skills
- Develop analytical skills

Responsibilities of an evaluator:

- To determine the general and specific effects of the speaker's performance on you.
- To provide the speaker with descriptive feedback on the impact of presentation on you
- To provide constructive feedback for improvement

How do you do this?

It is a variation on the 3 monkeys theme ---- hear the words, see the presentation, give feedback

How were you affected :

- what did you like & why ----give examples from speech
- what didn't go well & why ---examples
- how you felt the presentation could have been improved --- examples and show how

Remember the CRC of evaluation –Commend, Recommend, Commend.

- An evaluation is just your opinion so express it as yours by using phrases like—I felt----, I believe,---- I would have liked to hear/see.
- Be honest, don't give a whitewash but remember to soften the recommendations.
- An evaluation is **NOT** a judgment **OR** a criticism

Deliver an evaluation as a speech that is expressed as your opinion, well constructed and logical