

Table Topics Evaluator Form

In Toastmasters, evaluations start and end on a positive note, with a specific suggestion or two for improvement for next time offered between the praise. Everyone should receive one or two points of improvement, even if you have to really dig to find something.

For the **Table Topics Master**, look for things such as an explanation of Table Topics, timing instructions, introduction of helpers, posing a question before calling up a speaker, eye contact, voice, gestures, bridging comments between speakers, shaking hands with speakers, use of the meeting theme and/or word of the day.

For the **Speakers**, look for eye contact, gestures, vocal variety, addressing the audience, moving away from the lectern, opening/body/conclusion, use of word of the day, repeating the question, shaking hands with the Table Topics Master, time management.

Table Topics Master: _____

Praise/something done well:

Suggestion for improvement:

Praise:

Speaker #1: _____

Praise:

Suggestion for improvement:

Praise:

Speaker #2: _____

Praise:

Suggestion for improvement:

Praise:

Speaker #3: _____

Praise:

Suggestion for improvement:

Praise: