

# Margaret Wan

also known as

# Magic Wan



## Every Meeting is a Show: The Role of the Evaluator

### Prior to the meeting:

- ★ Review the Effective Speech Evaluation manual.
- ★ Discuss with the speaker the speech goals and personal concerns and where the speaker wants to strengthen his or her speech ability.
- ★ Arrive early at the meeting to finish last-minute details and settle down before the meeting starts.

### Upon arrival at the meeting:

- ★ Get the manual from the speaker.
- ★ Study the project objectives and the evaluation guide in the manual before the meeting starts.

### During the meeting:

- ★ Record your impressions of the speech in the manual along with your answers to the evaluation questions; be objective.
- ★ Your evaluation should take into consideration the speaker's experience (e.g., do not say that a speaker has not used gestures when the speaker is a new speaker).
- ★ Do **not** read the questions and your responses from the evaluation guide.
- ★ During the oral evaluation, try to cover one point on organization, one on delivery, and one on attainment of purpose.
- ★ Use the "sandwich approach" and "I" statements.
- ★ Remember that you are evaluating a speaker's speech; do **not** say that you are evaluating the speaker.
- ★ Stay within the time limit of 3 minutes.

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