

GENERAL EVALUATOR COMMENTS / REPORT

Mtg Date	Gen Eval	Time	Comment
2005-01-06	Larry W	???	<ul style="list-style-type: none">- Started pretty much on time. We ran over ten minutes at the end.- Before going up to present the Word for the Day, the Word Master should put the scotch tape on the pages. That way, the placement of the word can be done quickly. Otherwise, time is lost for the process.- We should attempt to always include, near the beginning of our speaking roles, the phrase "Fellow Toastmasters and Guests...".- Like the presentations from the special manuals such as Better Speakers Series and Successful Club Series (these presentations go towards the more advanced awards levels such as CL and ATM-S). They remind us of the things we should be doing to grow, both for ourselves and the club.- Professional speaker and comedian Darren LaCroix, the 2001 World Champion of Public Speaking (Toastmasters International Convention in Anaheim, CA), is an excellent teacher of public speaking. His DVD will be shown at a special meeting next Friday, January 14, starting at 11:00 am in EN303. One module is 45 minutes long. The other module is 32 minutes long. Both are very well worth watching. Bring your pencils and paper to take lots of notes.
2005-01-13	Robert M	? ??	<ul style="list-style-type: none">- • Meeting started on time (as per the watch of the Sergeant-at-Arms Markus)• Roles were clearly explained for the benefit of our guest. However, the first several roles (sgt-at-arms, president, toastmaster) were not explained.• Table Topics were fun. It helped with the transitions between speakers and gave each a moment to ponder his/her response.• Word of the Day maybe could be posted before the meeting. Does it really need to be "A Secret" any longer? That could save meeting time (and the awkwardness mentioned by several previous General Evaluators).• Meeting ran about 10 minutes late.
2005-01-20	Larry W	2:51	<ul style="list-style-type: none">- • Now that the GE is being timed and included in voting for best evaluator, a new form was introduced. It helps keep the GE focused plus helps the club secretary with the minutes.• Several changes in roles began today: split Word Master from Grammarian/Ah Counter, Joke and Quiz Masters, new Toastmaster Minute, and GE routine changes. The club adjusted pretty well with minor glitches. However, we keep improving and refining the club.• Meeting started on time and ran two minutes late. Room was set up appropriately.• Reminder to speakers to bring their manuals when giving a speech.• Three guests today (one is already a member of DST TNT, another joined DST@DST today). The Toastmaster handled the explanations of roles well including the use of "podium protocol".• The Toastmaster made sure that time was taken to give written feedback to the speakers.• Enthusiasm and fun was at its usual high today.• All members tend to be supportive and respectful of all other members.• All members played at least one role today. Markus wore many hats and handled four roles.

2005-01-27	Jeanine M	3:16	<ul style="list-style-type: none"> • Meeting started on time, end a couple of minutes early. The room was set up properly by the time the meeting started. • The club announcements email sent by the club President each meeting prior to the meeting is helpful. That way, no one misses anything and it saves time in the meeting. • Maximum member participation was done today, especially by Tawanda and Ted. Everyone had fun. • Table Topics were creative. Rarely do the TT speakers have to “act” instead of just speak. Good practice at thinking beyond our norm. • One suggestion: show up to the meeting room a few minutes early to handle pre-meeting discussions, networking, etc.
2005-02-03	Eric S	3:26	<ul style="list-style-type: none"> • Meeting started late. • Toastmaster did well at handling the shuffling of role assignments. • All members present should be ready to fill meeting roles as needed. • Those assigned a role should be prepared to adequately perform their role. [Note: starting last week, each club member is receiving a copy of the new and improved Role Tips. It is also on the club websites.] • The diversity of speeches in the club is good. • Maybe the club could consider having a meeting theme.
2005-02-10	Eric S	3:20	<ul style="list-style-type: none"> • Number of guests today (five) is fantastic. The number of members today (16) was also very good to see. Best turnout in months. • Liked how the Toastmaster had all members stand, state their name and their meeting role for today. That was fun. However, it took up some extra time. • The Toastmaster handled the transitions of the meeting well. • Liked the Word of the Day [then the GE proceeded to use it four times] • Speaker John had good props, made good use of the stage when everyone had their eyes closed (as per the request of the speaker) • Speaker Dawn is a favorite speaker of the GE. She gave good points for the club to consider. • Evaluator Matt interspersed the high points of John’s speech with the way to improve (as opposed to the usual “good—do better—good” method) • Enjoyed hearing the guests speak during table topics. Suggestion would be to call a member first to show the guest speakers their expectations.
2005-02-17	Ted T	3:21	<ul style="list-style-type: none"> • The Toastmaster handled the transitions of the meeting well. • Following agenda smoothly • Introductions getting smoother • Evaluations improving over time • Less distractions, good use of pauses by the speakers • Good tips today on ways to select a speech topic • Distribution of handouts by speakers could be smoother
2005-02-18	Dawn S	2:03	<ul style="list-style-type: none"> • Started five minutes late. The GE was late arriving to the meeting. • The GE thought that this was the most creative Toastmasters meeting she had ever attended. • Meeting flow near the beginning was awkward with the handling of the roles. Too many people were speaking out at the Toastmaster about the order of calling on role players. That seemed rude and disruptive. Maybe a more silent means to alert the Toastmaster could be used. • Evaluators gave good feedback to the speakers.
2005-02-24	Matt G	? ??	- ? ? ? (not recorded)
2005-03-03	None	n/a	Contest today
2005-03-10	None	n/a	Contest today

2005-03-17	???	???	<ul style="list-style-type: none"> - • Meeting flow going well. Club getting smooth. • Nice to see so many new faces (members). Even better, they are quickly filling roles (as it should be). • Suggestion: to avoid distraction during the meeting, tear your ballots apart as soon as you get to your seat.
2005-03-24	Ted T	???	<ul style="list-style-type: none"> - • Meeting started late. • Three very good speeches and excellent evaluations.
2005-03-31	Iona R	2:00	<ul style="list-style-type: none"> - • Meeting started a bit late and ended late • Good time enjoyed by all • Room (BW603) was cramped because so many people attended • Speeches were good, and informative • Evaluations were great • The recent evaluation training was very helpful
2005-04-07	Paul C	2:20	<ul style="list-style-type: none"> - • Meeting ran a little long
2005-04-14	Tawanda N	2:38	<ul style="list-style-type: none"> - • Started on time, thanks to Markus. • Would like to reinforce evaluator's responsibility of informing speakers of their positive attributes as well as recommending ways to improve.
2005-04-21	Kim M	3:10	<ul style="list-style-type: none"> - • Started on time, thanks to Markus. • Would like to reinforce evaluator's responsibility of informing speakers of their positive attributes as well as recommending ways to improve.
2005-04-28	Dawn S	0:56	(not recorded)
2005-05-05	Tawanda N	2:02	<ul style="list-style-type: none"> - • Great speakers, enjoy hearing Ice Breaker speeches • Late start, GE was late arriving • Flow good, got off-track due to one speaker having to leave the room but Toastmaster handled it well • Suggestion: manage interruptions, help by turning off beepers, phones, pagers, etc.
2005-05-12	Margaret B	1:02	<ul style="list-style-type: none"> - • Meeting started and ended on time • Speeches good • Evaluations gave both the positives and feedback for improvement
2005-05-19	Larry W	???	<ul style="list-style-type: none"> - • Fire Drill in Broadway building therefore meeting started late • Toastmaster handled the flow of the meeting very well • Thanks to all the district officers and family members and supervisors for attending and showing their support and commitment to our club and the goals our members met today.
2005-05-26	Tawanda N	2:51	<ul style="list-style-type: none"> - • Toastmaster handled the flow of the meeting very well • Speakers be careful when using visual aides, to ensure they are not distracting. Recommend speakers give their handouts to the Toastmaster and let them handout so as it doesn't distract from the speaker or take up their time.
2005-06-02	Ted T	3:32	<ul style="list-style-type: none"> - • Evaluations are very important. The feedback helps the speakers improve. Encouragement is given and the environment is safe for experimentation,. • Officer training and leadership learned and shown in the club. The Sgt-at-Arms always does a good job of setting up the meeting room. • Last-minute room changes get unnoticed by those who travel to the building. Maybe a sign at the guard desk would be helpful.

2005-06-09	Jeff S	2:23	<ul style="list-style-type: none"> - • All speakers need to speak loudly enough to be heard at the back of the room. They also should enunciate their words clearly. • Members should always wear their name tags during the meetings. That will help new members and guests know who's who. • Watch walking past the first two seats, leaving your back to those in the first two seats. • If you go over your time (aka. red card too long), at least finish your speech. • Great to have a guest speak in Table Topics.
2005-06-16	Robert M	3:24	<ul style="list-style-type: none"> - • Room set up well • Like the club banner displayed. It adds to the atmosphere of the meeting. • Toastmaster: no need to read all of the objectives of the speeches since they are on the agenda everyone has • Toastmaster handled the shuffling of roles plus working with the restart of one of the speakers • Topic Master: pick topics that people can easily explain in length. Nearly every speaker today was stumped.
2005-06-23	Steve W	2:49	<ul style="list-style-type: none"> - • Three of the speeches today were atypical from the manual speeches. They were educational speeches that went towards the CL (Competent Leader). • A Toastmasters meeting is a safe place to fail. Two recent speakers started, had to sit down, and then get back up later to restart. The club members were supportive throughout. • Welcome to our two guests. One of them [Ramu] came back for the third time. • Room was set up well and the meeting started on time. • When you are to go to the front of the room, walk faster and with a purpose in the step. • The meeting started out at a slow pace and will run over time [by 15 minutes] because of the last-minute changes in speakers. An email before the meeting to the members saying it will probably run late might have helped. • When it is known that a meeting will run long, maybe make the introductions quicker and skip some of the smaller meeting roles • Let's display the club banner. It is a reminder that we are there as Toastmasters and not at yet another DST meeting. • Educational speeches are always good to hear. They are reminders for everyone. • Remember that the word of the day is to help improve our vocabulary. However, we should not let it bog down our speech by emphasizing the word for the sake of using it then let it interfere with the flow of the speech.
2005-06-30	Kim M	? ??	<ul style="list-style-type: none"> - • Toastmaster needs to make sure the members titles are on the agenda. • Every agenda needs speech objectives on them • Make sure every member is wearing their name tags • Room was set up well and the meeting started on time. • When you are to go to the front of the room, walk faster and with a purpose in the step. • Let's display the club banner. It is a reminder that we are there as Toastmasters and not at yet another DST meeting.
2005-07-07	Jeff S	? ??	<ul style="list-style-type: none"> - • Meeting started and ended on time • Good to see the club banner displayed • All members should wear their name tags for the sake of guests and new members • Good to see guests included in the Table Topics. They were fun. • We had three people drop out of a speech for today. Have one ready to go "just in case". • Flow of the meeting was smooth. • Good evaluation given by the evaluator.
2005-07-14	Mike M	4:03	- (not recorded)
2005-07-21	Dawn S	2:30	- (not recorded)

- 2005-07-28 Andrew M ? ?? - (not recorded)
- 2005-08-04 Dianne T 2:42 - (not recorded)
- 2005-08-11 Kim M 3:05 - • Started nearly on time
 • Full room, speakers were too far forward for front seat speakers
 • Evaluators gave constructive criticism, built confidence of the speakers
 • People came in late. Maybe the SAA could prop the door open for the first 5 – 10 minutes into the meeting
 • Confidence level of the club is growing. Strict adherence to the Toastmasters rules have waned over time. That is good.
 • With the addition of the Toastmaster Minute role, the Toastmaster adding his/her own personality to the meeting had fallen by the wayside. The Toastmaster today added it back in. That is good.
- 2005-08-18 Andrew M 2:14 - • Started one minute late
 • Toastmaster had great energy to get everyone “woken up”
 • Congratulations to Kim S for doing her Ice Breaker, showed only a bit of nervousness
 • Paul C had great body usage and voices
 • Evaluators did a good job
 • Guest Anthony Spight did well at Table Topics, showed only a bit of nervousness
 • General Evaluator should always sit near the front of the room to help with getting to the front quicker
- 2005-08-25 Paul C 2:02 - • Sergeant-at-Arms started the meeting right on time
 • Toastmaster handled well the many changes to the agenda and the late arrivals
 • It was a fun meeting
 • Table Topics were funny despite them stumping each of the “scientists”
 • I can relate to the speeches
 • Evaluators basically stood in the same spot.
 • Liked how Tawanda began her evaluation by continuing right on with Robert’s speech
 • Most speakers have a tendency to move too far forward and put their sides/back to those in the front seats
 • It would be so great to have one meeting where all members were present – that has never happened in this club
- 2005-08-26 Jonna Powe 3:21 - • Meeting started on time
 • Word of the Day was good and started out the meeting with energy
 • Toastmaster was energetic, the agenda was good, well organized
 • Joke Master was fun to see. That role is not used in DST TNT meetings.
 • Quiz Master was fun to see. That role is not used in DST TNT meetings and maybe should be to help with listening skills.
 • The General Evaluator can relate George’s informational speech. Since those speeches can be dry, maybe use a bit more catchy introduction. The “white elephant” illustration story was good.
 • Stephen McNicholas is a good story teller
 • Liked how Tawanda’s speech was a change of pace from the usual canned presentations of CL speeches
 • Table Topics were good. Liked the way it all tied together into one story or central theme.
 • Evaluators gave good constructive feedback. That is one of the main reasons we are all in Toastmasters, to get that feedback.

2005-09-01	Ted T	2:32	<ul style="list-style-type: none"> - Meeting started on time Room set up properly Toastmaster handled well the last-minute changes to the agenda, including the loss of two speakers and addition of several roles Obviously Dean had a “plant” set up in the audience. The GE should be notified ahead of time of such an event. The order of the meeting was new and a surprise. Table Topics came before the speakers. [Side note: some clubs regularly have Table Topics first.] Table Topics were fun. Liked the word of the day.
2005-09-08	Mike M	2:40	<ul style="list-style-type: none"> - • Meeting started on time • Agenda changes were many and varied. • Club keeps improving as a group and individually. • Like having the name tags near the door to remind us to wear them (now if we could only find a way to remind people to leave the tags at the end of the meeting) • Evaluators gave good feedback to the speakers. Reminder to Evaluators: at the end of your oral evaluation, do NOT say “I look forward to your next speech”. This is an overused phrase and actually is a cop-out. The last line should be something that positively impacts the speaker being evaluated. • Good meeting environment – except for the squeak in the floor where the speakers often stand.
2005-09-15	none	n/a	<ul style="list-style-type: none"> - Contests today
2005-09-22	Dean B	2:19	<ul style="list-style-type: none"> - • Evaluators gave good feedback to the speakers • George is to be commended for being able to do a speech with only a few minutes notice • The club members will need to learn to conform to the new meeting room. A noisy vent above the speaking area means that the speakers need to speak louder. [After the meeting it was learned that the noisy vent issue will be addressed by the installation crew] • Toastmaster did a good job of shuffling around the agenda and meeting type (from a contest to a regular meeting).
2005-09-29	Matt G	4:30	<ul style="list-style-type: none"> - • The various Toastmasters usually handle agenda changes well, especially since we often need to shuffle them at the last minute. Since no guests, the Toastmaster rolled through the beginning quickly. However, the Toastmaster forgot to do Toastmaster Minute until after the first speaker. • Agenda is very good and contains lots of useful info. But what’s with the “Latest” in the top left corner. A timestamp might be better. [Actually, it was a failed attempt at humor by the Toastmaster to denote numerous changes to the agenda.] • The club handles their roles well. • Watch those side conversations. What is “Bluejacket”. • Speech introductions are important. I [the General Evaluator] have mentioned this before: the speakers need to develop an appropriate introduction to the speech beyond the basics: manual, project and title. • Whenever you are introduced for a role, get up there quickly. The prepared speakers could be walking up to one of the two sides/corners of the speaking area while the introduction is being made. • The Word of the Day is to help expand our vocabulary. Evaluators tend to overuse the word “great”. Come up with some more words/phrases.
2005-10-06	Paul B	2:51	<ul style="list-style-type: none"> - (not recorded)
2005-10-13	George L	2:10	<ul style="list-style-type: none"> - (not recorded)
2005-10-20	Kim S	0:44	<ul style="list-style-type: none"> - • Timely on guests • Word of the day was used often • Toastmaster got roles changed well • Roles explained clearly to guests

- 2005-10-21 ??? ??? - (not recorded)
- 2005-10-27 Paul C 3:13 - • SAA started meeting on time
 • Good to have explanation of roles
 • Topics Master called on a Speech Evaluator – bad!
 • Speeches very good
 • Dianne did lots of pacing back and forth, good job creating mental images
 • Margaret did a good job explaining speech objectives
 • Jeff speech was good, could have made us feel more persuaded, example of getting involved to encourage us to act
 • Choosing an Evaluator for Table Topics may hinder their ability to do a thorough evaluation. That would be an enormity [which is the Word of the Day!].
- 2005-11-03 Markus L 2:07 - • Not sure how business-like the voting was, but it was fun.
 • Meeting routine flows well
 • Thank you to our gests
 • Being away from the club meetings for a while to return and find the same meeting flow and camaraderie was comforting
- 2005-11-10 Ted T 1:57 - • Doing well at meetings, picking up flow well
 • Transitions going well for the most part, however, sometimes we forget to do the handshakes
 • The phrase is not “turn the meeting over” but “return control of the meeting”.
- 2005-11-17 Dean B 1:53 - • Because of the lack of attendance, the meeting moved a little slow.
 • We tend to think we have to use the whole hour and meetings seem to slow down, when attendance is down, a bit as a result. – it could just be the toastmaster in charge .
- 2005-11-21 Paul B 2:06 - • Nice attendance (10) for a Monday during Thanksgiving week.
 • If you want to vote on hot issues, you need to attend the meetings.
- 2005-12-01 Markus L 2:18 - • Meeting started late.
 • The agenda flowed well.
 • We know our jobs.
 • And, a lot of people are starting sentences with ‘and’.
- 2005-12-08 Markus L 2:39 - • Small crowd, but had fun.
 • Try to fulfill tasks or find replacements if not going to be present. Situation should after holidays and with 28 members to fill tasks.
- 2005-12-15 Dianne T 2:45 - • Meeting started late.
 • Attendance was low (5) due to end of year and people being out of the office.
 • The Toastmaster was not present -- thanks Dean for jumping in (or being pushed in) at the last minute.
 • No one had the meeting flow chart so the meeting was a bit disorganized and unusual (couldn't get to the box due to a meeting taking place in 306B).
 • Questioned whether table topics should be done. Probably shouldn't have questioned that, but just did them as usual.
 • It seemed that all participants had fun, but the meeting lacked energy at first due to the low attendance (interesting meeting).
 • Don't assume you aren't needed at meetings . . . you are.
- 2005-12-22 Jeff S 2:18 - • Nice Attendance (11) for 3 days before Christmas!
 • Be careful about walking too far forward. Doing so can put members of the audience behind you (I think it's good to have the audience behind you . . . Kim thinks it's rude).
- 2005-12-29 Tawanda N 3:11 - • Attendance (18) – it's nice to have a full room.
 • Started late?
 • Speeches followed same line – speaking to inform.