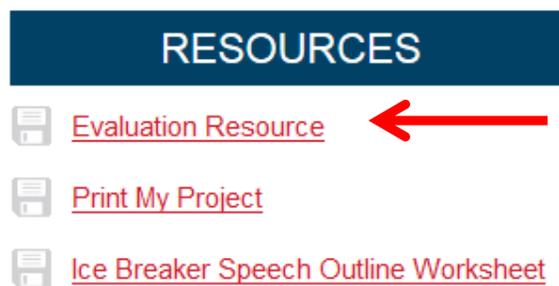


I've received several questions recently about speech evaluations in Pathways, so I've decided to make that the subject of this week's Pathways communication. I won't go into a lot of detail about how to evaluate someone's speech since that's covered in the second project of Level 1 in every path, and because there's a good tutorial available within the "Speech Evaluation" tile on Base Camp. My main focus instead will be on how Toastmasters suggests they be used.

There are three places where you can find Evaluation Resources. The first, obviously, is within each project. Here, for example, is the link to the Ice Breaker evaluation resource:



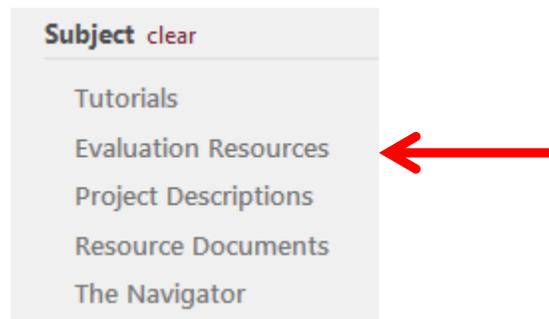
The next best place to look is under the Speech Evaluations tile, where if you scroll down you'll see an alphabetical list (excerpted here) of all available evaluation resources.

## Evaluation Resources

Select a project title below to view the evaluation re



And finally, if you go to “Tutorials and Resource”, the second subject on the left is “Evaluation Resources”.



Whichever source you use, you’ll need to download the forms and either email them to your evaluator or print them out and hand them to him or her at the meeting. (They can also directly download the forms themselves if you and they prefer.)

Your evaluator may choose to fill the form out electronically. If they do so, they will need to save the completed form before sending it to you. Note that their comments will be limited to the number of characters that fit into the available space.

A couple of comments about the form:

- 1) Some people have asked about the purpose of the “To Challenge Yourself” section. This is where the evaluator can make suggestions for how you could make the speech better – in keeping with the Toastmasters philosophy that every speaker can improve in some way.
- 2) In the ‘scored skills’ on page 2, a score of ‘3’ means the speaker is accomplished with this skill, while a ‘5’ means he or she is outstanding and should be used sparingly. (I recently received all 4’s and 5’s in a recent speech, and there is no way I am that good a speaker.)
- 3) The verbal evaluation during the meeting should be based only on the comments on the form, and not on the numerical scores. The latter are meant to be something kept between the speaker and the evaluator.

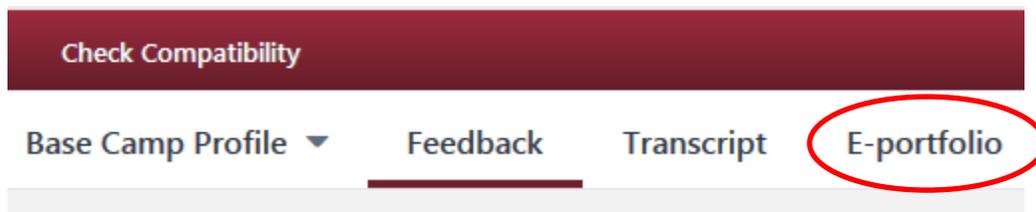
After the meeting, it’s up to you what you do with the completed form. If you want to throw it away, that’s your prerogative. You don’t need to do anything with it to complete either the current project or your current level. Pathways does, however, give you an option to save them electronically for future reference. To take advantage of this, if your evaluator filled out the form manually you’ll either need to scan it or put the comments in the fillable PDF yourself.

Once you have an electronic copy of the completed evaluation form, here’s the procedure Toastmasters has made available for saving it with your transcript.

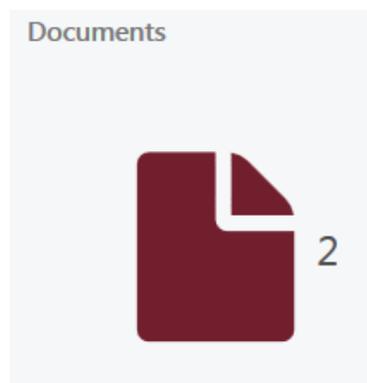
- 1) Click on the “My Feedback” tile in Base Camp.



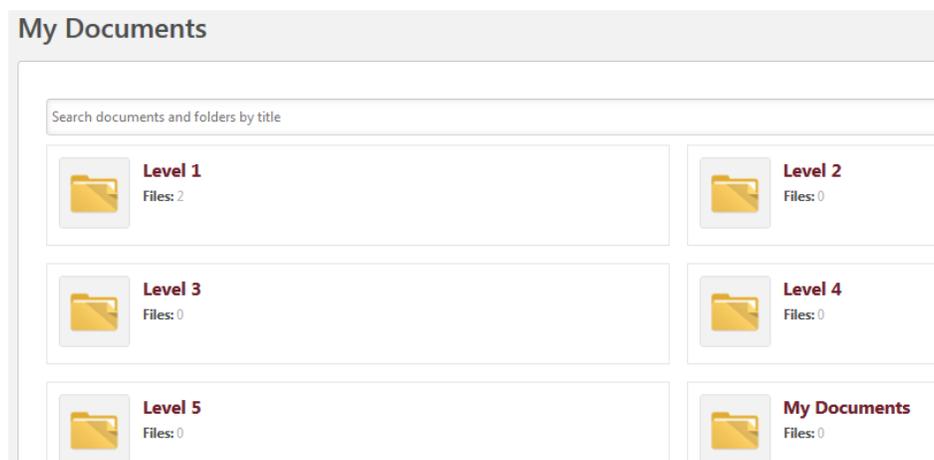
2) Click on the “e-portfolio” menu tab.



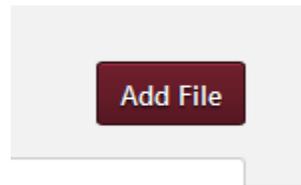
3) Click on the “Documents” icon.



4) Select the folder where you wish to save the evaluation. These folder names are fixed, and are meant to correspond with the levels in a path. You don't have to follow this convention, however.



5) Click on the “Add File” button, and follow the prompts to upload the form.



Please note that you are not limited to putting evaluations in these folders; you can save anything you like – subject to some pretty generous file-size limits. These might be good places to store drafts of your speeches or information you find while researching the topic. Also note that the “Documents” area is private – only you can see what’s in your Documents folder.

As a side note, you can request feedback from – and provide feedback to – other members of your club from the “My Feedback” tile in Base Camp. I’ll save that discussion for another day, but if you can’t wait there are tutorials available on this page.