

**TOASTMASTERS INTERNATIONAL**  
**Evaluation Contest Judge's Guide and Ballot**

JUDGING ITEMS	SUGGESTED POINT VALUES				/ / / / / / / / / /								
	Excellent	Very Good	Good	Fair	Name	Name	Name	Name	Name	Name	Name	Name	Name
					Speaker 1	Speaker 2	Speaker 3	Speaker 4	Speaker 5	Speaker 6	Speaker 7	Speaker 8	Speaker 9
ANALYTICAL QUALITY Clear, focused	40	30	20	10									
RECOMMENDATIONS Positive, specific, helpful	30	25	20	10									
TECHNIQUE Sympathetic, sensitive, motivational	15	12	10	5									
SUMMATION Concise, encouraging	15	12	10	5									
TOTAL SCORE (100)													

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 (Detach and submit to counters)

**JUDGE'S OFFICIAL BALLOT**

*Note: The tie-breaking judge must rank all speakers.*

Name of Contestant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLACE**

First

Second

Third

**RANKING POINTS**

3

2

1

*(Note: Votes must be cast for first, second, and third place or the ballot will be voided.)*

\_\_\_\_\_  
*(Signature of judge)*

\_\_\_\_\_  
*(Club/District No.)*

\_\_\_\_\_  
*(Date)*

## **JUDGING CRITERIA**

**Analytical Quality** refers to the effectiveness of the evaluation. Every evaluation should carefully analyze the strengths and weaknesses of the speaker's presentation. Were the evaluator's comments clear and logical? Did the evaluator identify specific strengths and weaknesses of the presentation?

**Recommendations** are an important part of an evaluation. An evaluator not only points out the strengths and weaknesses of a speech, he/she also offers specific recommendations for improvement. Recommendations should be practical, helpful and positive, and they should enable the speaker to improve his or her next presentation.

**Technique** refers to the manner in which the evaluator presents his/her comments and recommendations. An evaluator should be sensitive to the feelings and needs of the speaker, yet inspire and encourage the speaker in his/her future speaking efforts.

**Summation** is how the evaluator concludes the evaluation. The conclusion should briefly summarize the evaluator's comments and suggestions, and be positive and encouraging.

## **JUDGE'S CODE OF ETHICS**

1. Judges will consciously avoid bias of any kind in selecting first, second and third place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges' will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.