

presents **TEN tips**
on
Evaluation



1

Recognise the difference between the method of presentation and the content. Content ideas are individual and belong to the speaker.

2

Choose your words carefully, and be sensitive to the thoughts and feelings of the recipient.

3

Prepare a different checklist for each assignment, with the speaker and assignment in mind.

4

Concentrate on one or two points for improvement. Do not overwhelm the speaker as he or she may 'switch off'.

5

Use evaluation as a chance to expand your own vocabulary. Seek out and use new adjectives.

6

Consider what stage of development the speaker is at, and tailor your evaluation accordingly.

7

Open your mind to ensure your personal likes and dislikes do not cloud your judgement.

8

If you cannot find anything to recommend for improvement, point out how and why the speaker has succeeded.

9

When you mention an area that needs improvement, try to give an example of how the speaker can do this. For example, 'you tend to look up at the ceiling - try picking out three people in different parts of the room, and concentrate on them'.

10

If the speaker does not accept the evaluation, then that is his or her loss. Your role is to convey the evaluation in a way that it will be accepted and used beneficially.