

ELIZABETH'S ELEVEN RULES FOR ENLIGHTENED EVALUATIONS

1. Your most important role is to make sure the speaker comes back and speaks again.
2. Speak to the speaker beforehand and find out which speech and also the speaker's personal goals for this assignment.
3. Read through the assignment guidelines in the manual.
4. Read previous evaluations given to the speaker.
5. Using plus and minus formula, note strengths and weaknesses of the speaker
6. For your evaluation choose 2 pluses (strengths) and 2 minuses (weaknesses) on which to comment.
7. Use the pattern, plus, minus, minus, plus to present your evaluation. Always conclude on a positive. Remember you want that speaker to speak again.
8. When commenting on the strengths, say WHY it was good. When commenting on the weaknesses, suggest ways to improve.
9. Deliver the evaluation in a friendly, warm, sincere style.
10. Complete the written evaluation. This is different to the oral evaluation.
11. Remember the diamond cutter. As the diamond grinder hones and polishes the diamond, you are honing and polishing a member. Slowly, gently, little by little will bring out the potential and brilliance of our members.

