

# **TOPICS EVALUATOR**

## ***To be done before the meeting***

### **CALL**

- 1= The topics master to
  - a= find out what will be the evaluation criteria
  - b= who is expected to do a topic
  - c= any special topics to evaluate differently
- 2= The grammarian to find out what will be the word of the day
- 3= The general evaluator to be certain about the time you will have to give your report

### **PREPARATION**

- 1= Make enough photocopies of these sheets to evaluate everybody who will do a topic.

## ***At the meeting***

- 1= Arrive early to choose a seating place that will allow you to see everyone doing a topic
- 2= Confirm
  - a= with the general evaluator the time for your report,
  - b= with the topics master the points to be evaluated and any others specifically not discussed earlier with him/her.

## ***Conclusion***

- 1= Give your report when asked by the general evaluator
- 2= Be careful not to go overtime
- 3= If a lot of people did improvisations, do not spend too much time evaluating each person.
- 4= Be positive and helpful in your report.
- 5= Conclude with general remarks that could help people improve.

## TOPICS SESSION EVALUATOR REPORT

	<b>GOOD POINTS</b>	<b>POINTS THAT COULD BE IMPROVED</b>
<ul style="list-style-type: none"> <li>• Word of the day _____</li>   <li>• Presentation of himself/herself</li> <li>• Introduction</li> <li>• Development</li> <li>• Conclusion</li> <li>• Voice</li> <li>• Gesture</li> <li>• Eye contact</li> <li>• Objectives given by the topics master</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	Name _____    Name _____    Name _____    Name _____    	Subject _____    Subject _____    Subject _____    Subject _____    

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