

1 Minute (max.)

- Seating OK?
- Materials OK (flag, etc.)?
- Started on time?
- Where guests properly introduced?
- Was the sandwich technique explained?
- Was the Word of the Day explained?

Comments

---

1 Minute (max.)

- Did the table topic master select a member first?
- Was the timekeeper role explained?
- Did the timekeeper perform the role as expected?
- Was the grammarian role explained?
- Did the grammarian perform the role as expected?

Comments

---

1 Minute (max.)

- Did the evaluation team appear professional?
- Did each evaluator explain the speech project?
- Did each evaluator use the Word of the Day?
- Did each evaluator use sandwich technique?

Comments

1<sup>st</sup> Evaluator \_\_\_\_\_

2 Minutes (max.)

- Positive:
  - Improve:
  - Positive:
- 

2<sup>nd</sup> Evaluator \_\_\_\_\_

2 Minutes (max.)

- Positive:
  - Improve:
  - Positive:
- 

3<sup>rd</sup> Evaluator \_\_\_\_\_

2 Minutes (max.)

- Positive:
  - Improve:
  - Positive:
- 

4<sup>th</sup> Evaluator \_\_\_\_\_

2 Minutes (max.)

- Positive:
- Improve:
- Positive:

Summary and overall appraisal:

2 Minutes (max.)