

# **Writing a Meeting Evaluation**

These are not meant to simply summarize what a speaker had to say. Instead, it is an opportunity for the Brother to assess the presented information (agree/disagree and why?). Constructive suggestions for improvements in the presentation or its contents are appropriate. And, the Brother should include examples of how they may apply the information in their Masonic journey. Most meeting evaluation reports are approximately 2-3 pages, submitted in Word or PDF format and accompanied by an Academy cover sheet.

## **Specific requirements:**

### **Format:**

#### **1. Academy cover sheet**

#### **2. Paper:**

Name/date of meeting

Name(s) of speakers

Double-spaced

Pages numbered

No spelling, punctuation or grammar errors

### **Content:**

Brief summary (typically 1-3 paragraphs, may be more) of the speaker's presentation

Assessment of the general usefulness of the presentation for Masons

Examples of what the Brother agrees or disagrees with and why

Constructive suggestions to improve the presentation

Examples of how the Brother may apply information from the presentation to his Masonic journey

No violation of Masonic oath or obligation

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