

Judge's Orientation Package

Dear Public Speaking Judge,

Thank you for volunteering to judge at our upcoming 4-H Public Speaking Competition. Please review the following important information:

Name of Competition:			
Date:			
Location:			
Start Time:			
You will be judging these speeches:	Junior Prepared	Intermediate Impromptu	Senior

Please arrive at _____ a.m. / p.m. (time) so that you can meet with the other judges and we can review the procedures before the competition.

I have enclosed the 4-H public speaking judge's guide for your information. It includes rules, special procedures 4-H members are taught and how to score public speaking. Please read through it completely as it provides information to help you with the judging process.

If you have any questions, please call _____
(Contact name)

at (_____) _____.
(Phone number)

Thank you again. I look forward to seeing you at the competition.

Sincerely,

(Signature)

On behalf of the
Competition Organizing Committee
Effective September 2015 – August 2017
Enclosures

4-H Public Speaking Philosophy

Public speaking is an individual development experience. The speaker's own growth, measured against their own previous experience and accomplishments is the most important feature of the program. Although the 4-H structure does identify "winners" in the competition, the primary objective is to develop strong communication skills in individual members.

Confident, responsible self-expression is a goal of the communication program. Public Speaking helps members to organize and present ideas, opinions and information, in a logical and persuasive manner. They are building confidence in self-expression. They are taking responsibility for the most important skill of adult life - communication.

Judging their efforts provides valuable guidance to these young speakers. Judges' comments reinforce and reward their efforts. An unbiased observer can identify strengths and pinpoint areas needing attention. Judging speeds growth and development by presenting a clear, honest reflection to the speaker.

Special Procedures 4-H Members Are Taught

Salutations

Each speaker is expected to greet his or her listeners in some form, but there is no "required" form or length of salutation. Salutations may vary from "Ladies and Gentlemen" to "Ladies and Gentlemen, Judges, Guests, fellow 4-H members, etc."

In some areas, members may give a full salutation for their prepared speech and a shorter version for their impromptu. Another variation is to do the full salutation the first time they address the audience and a shorter greeting for their second speech. Either method is acceptable.

The salutation does not need to be the very first words spoken. If a speech starts with a question, challenge, or stage-setting scenario, the salutation may more effectively occur after the first few sentences. Judges should comment on the effectiveness of the speaker's salutation.

Topics

4-H members may speak on any topic of interest to them. However, members should choose a topic that is appropriate for their age level and will be interesting to their audience. Senior members are expected to do some research for their speeches, and their speeches should include factual information in addition to personal opinion or personal experience. Intermediate members are expected to do some research, but not as much research as is expected from seniors. For junior members, research is optional.

Note cards

4-H members should use white index cards for their speech notes. Members should use their notes as a guide and should not read their speeches. It is suggested that notes are not held together with a ring. However, members may use a ring if they wish as long as it is not distracting to the audience.

Type of Speeches

In 4-H, members select their own topic and type of speech. No one type of speech is better than another; but the speech must meet the objective of its particular type. Although some judges may have a personal preference for a particular speech type, we ask that they evaluate the speech given by standards and requirements for its "type" (informative, persuasive, motivational or entertaining).

- **Informative** - Gives the audience information and facts on a subject.
- **Persuasive** - Is used to affect the listener's behavior by changing a way of thinking, or persuading the audience that the speaker's opinion is best.
- **Motivational** - Encourages people to join an activity, initiate a program or take some other kind of action.
- **Entertaining** - Entertains the audience, but can also be used to communicate a message.

Content is Essential

The 4-H program maintains that content is as important as delivery. 4-H members have the right to criticize any situation or segment of society. However, they are expected to (a) document and support criticism, (b) state the criticism in a professional manner and (c) suggest a solution or a better alternative.

Speaking Aids - Podium/Microphone

It is up to the speaker to determine whether or not he or she uses a podium or microphone (if available). Speakers should not lose points for using or not using these aids unless their choice inhibits their speech. For example, the speaker does not use the microphone and cannot be heard because the room is too large, or the speaker uses the podium incorrectly so that it becomes a distraction. In instances such as these, the speaker's choice of aids should be evaluated.

Posture

Members should stand up straight and find a comfortable stance that allows them to remain relatively in one spot for the duration of their speech. It is acceptable for members to make small movements in either direction (e.g. take a step); however, they should not walk back and forth across the presentation area or sway from side to side.

Dress

Members should be neat and tidy and wear appropriate clothing.

Speech Endings

4-H members do not end a speech with "thank you". They are taught to think of the speech as a gift to the audience.

Judge's Roles and Responsibilities

Prepare for the Competition

Read the entire Judge's Orientation Package to ensure you are familiar with the special procedures members are taught. Please keep in mind that these special procedures are not rules, but offer general information of what is expected. Contact a member of the organizing committee if you have questions (See the information letter on the front of the package for the name of the contact person).

- Bring a pencil, eraser and calculator to the competition. The organizing committee should provide these, but it is good to be prepared in case they don't.
- Arrive early at the competition so that you can meet with the organizers and other judges to clarify procedures.

Please note, a judge may only judge any given member's prepared or impromptu speech at any level once in the same year. For example, a judge may judge junior at the club level and intermediates at the district level, but may not judge intermediates at both the club and district levels, providing that the club is in that particular district.

Scoring and Ranking Guidelines

Competition organizers will provide 4-H score sheets for you (a sample has been included in this booklet). Each speaker gives one prepared speech and one impromptu speech. The prepared speech is marked out of a possible 150 points. The impromptu is out of a possible 50 points. The total maximum score is 200. The scores are to help you rank the speakers (first place, second place and so on). Below are some general guidelines to help you score the competitors:

- Base decisions on facts and material presented and not your own personal opinion. Be impartial.
- Evaluate each speech using the following points:
 - Did I listen? Why?
 - Did I lose my train of thought? Why?
 - Was I convinced? Why?
 - Will I remember this speech? Why?
- Use the 4-H score sheet to score and rank each speaker. The score sheet is a guide to help you evaluate each speaker and does not have to be filled in completely if you choose not to do so.
- Deduct any time faults that the timer gives you at the end of the competition. You must deduct these time faults before totaling the scores and ranking the speakers.
- Notify competition officials of any concerns you may have before you tally your scores.
- Break your own ties in ranking. (For example, you cannot have two speakers tied for third place. You must decide between the two competitors and place one as third place and one as fourth place).
- Double-check your addition and place rankings on the placing sheet. Give only your placing sheet to the tellers. Destroy your score sheet(s) and give them to the competition organizer.
- Do not converse with other judges.

Comment Guidelines

- Provide written comments to all speakers on the 4-H comment sheets.
- Keep comments in point form to save time and avoid writing lengthy sentences.
- Maintain the self-esteem of the speaker during the evaluation process.
- Respond in terms of the speaker's effect on you; use personal statements.
- Begin and end your comments with something positive about the member's work.
- Give honest and guiding feedback.
- Ensure that the tone of your feedback indicates a true desire to help the member.
- Focus your evaluation on items that the speaker can do something about.
- Provide specific suggestions for improvement but reinforce with positive comments.
- Aim for three positive comments for every constructive suggestion.
- Emphasize the speaker's strengths as you see them.
- Describe behavior by quoting the speaker's exact words or describing specific actions, voice tone and body language.
 - Examples:
 - "When you did this . . ."
 - "When you said this . . ."
- Encourage and aid the development of the speakers. Emphasize the educational value of the experience, so that winning is not the sole purpose of involvement in 4-H public speaking.
- Emphasize that content is as important as delivery.

You will have approximately three minutes to write your comments following each speech. Be prepared to remain after the competition to briefly explain comments to speaker, if requested. You may be called upon to give general comments to the audience on behalf of the other judges.

4-H Public Speaking Score Sheet

Judge #

	Max Points								
Prepared Speeches									
Content	5								
<ul style="list-style-type: none"> • Topic was appropriate • Speaker included a personal viewpoint • Speech was delivered with an introduction, body and conclusion • Introduction gained attention and led into the speech • Main points were clearly stated • Speaker had specifics to support or explain main points • Proper use of language 	30								
Delivery	40								
<ul style="list-style-type: none"> • Correct pronunciation • Clear enunciation • Words easily understood • Vocal variety and emphasis • Voice natural with sincere enthusiasm, clearly heard • Maintained eye contact • Body language (gestures, expressions, body positioning) supported • Speaker maintained audience interest • Overall impression, neat in appearance • Speaker was confident, natural and relaxed 	30								
Prepared Score	150								
Minus Time Faults									
Prepared Total	150								

Impromptu Speeches

Content	25								
Delivery	25								
Impromptu Score	50								
Minus time Faults									
Impromptu Total	50								

GRAND TOTAL	200								
RANKING (Judges must break their own ties)	1 st , 2 nd etc.								

Note: This sheet is a guide to help you with the judging process and does not have to be filled out completely. However, you must rank all the rankings onto the placing sheet. Give only the placings sheet to the teller and destroy your scoresheet "DO NOT SHOW THIS SHEET TO ANYONE"

4-H Public Speaking Comment Sheet

Prepared/Impromptu

(Circle one)

Name of Speaker: _____

Speech Title: _____

Judging Criteria	Excellent	Very Good	Good	Fair	Comments
Content <ul style="list-style-type: none"> • Topic was appropriate 					
<ul style="list-style-type: none"> • Included a personal viewpoint • Speech was delivered with an introduction, body, and conclusion • Introduction gained attention and led into the speech • Conclusion ended the speech appropriately 					
<ul style="list-style-type: none"> • Main points were clearly stated • Used specifics to support or explain main points • Proper use of language 					
Delivery: <ul style="list-style-type: none"> • Correct pronunciation • Clear enunciation • Words easily understood • Vocal variety and emphasis • Voice natural with sincere enthusiasm, clearly heard 					
<ul style="list-style-type: none"> • Maintained eye contact • Body language (gestures, expressions, body positioning, etc) supported points • Comfortable stance and movement, not distracting to audience • Used notes appropriately 					
<ul style="list-style-type: none"> • Maintained audience's interest • Overall impression, neat in appearance • Confident, natural and relaxed 					

Judge's Signature: _____ Date: _____

Speech Title: _____

4-H Public Speaking Comment Sheet

Prepared/Impromptu
(Circle one)

Name of Speaker: John Adams

Speech Title: Home on the Range

Judging Criteria	Excellent	Very Good	Good	Fair	Comments
Content <ul style="list-style-type: none"> Topic was appropriate 	✓				<ul style="list-style-type: none"> * Impressive example of how you got your entire school involved! * Well developed speech with a logical flow * Opening with your example as the introduction was an effective way to get the audience's attention. Well Done! * Avoid slang words unless they are required to get your point across.
<ul style="list-style-type: none"> Included a personal viewpoint Speech was delivered with an introduction, body, and conclusion Introduction gained attention and led into the speech Conclusion ended the speech appropriately 	✓ ✓				
<ul style="list-style-type: none"> Main points were clearly stated Used specifics to support or explain main points Proper use of language 	✓	✓	✓		
Delivery: <ul style="list-style-type: none"> Correct pronunciation Clear enunciation Words easily understood Vocal variety and emphasis Voice natural with sincere enthusiasm, clearly heard 	✓ ✓	✓ ✓	✓		
<ul style="list-style-type: none"> Maintained eye contact Body language (gestures, expressions, body positioning, etc) supported points Comfortable stance and movement, not distracting to audience Used notes appropriately 	✓ ✓ ✓	✓			<ul style="list-style-type: none"> * Try to make each word you say obvious. Some of your words ran together when you spoke quickly. * Your voice sounds natural and confident. * Strong voice projection to all audience members and judge's panel. * The giant green ring on your cards was distracting; both the colour and that it kept popping open. * Your sincere interest in this topic was reflected to the audience and through your speaking skills.
<ul style="list-style-type: none"> Maintained audience's interest Overall impression, neat in appearance Confident, natural and relaxed 	✓ ✓ ✓				

Judge's Signature: Jenell Ferris Date: Jan.1 2014

4-H Alberta Public Speaking Rules

(September 2015 – August 2017)

Please note: These rules supersede the Public Speaking Organizer’s Guide and any other Public Speaking publication. Please read the following carefully. Organizing committees at each level will have an adult non-member ruling committee to ensure rules, deductions and disqualifications are adhered to.

Speakers

1. Speakers must be registered 4-H members and in good standing as per 4-H Alberta policy.
2. Age categories (as of January 1 of the club year) are as follows:

Level	Ages	Highest Level of Competition
Junior	9-11	District or regional (depending on the region)
Intermediate	12-14	Regional
Senior	15+	Provincial

3. Each speaker must write a new and original speech (defined as having done their own research, scripting and presenting) each year. Speakers may modify their speech or write a completely different one for each level of competition.
4. Members may compete and advance in public speaking and presentations within the same club.
5. If available, speakers can choose if they want to use a podium, microphone and/or time cards (use is not mandatory). They will have the option to see their time faults on the day of the competition.
6. *Any form of cue cards is acceptable (including electronic cue cards)*
7. Speakers belonging to more than one club;
 - a. can complete a different communications activity for each club.
 - b. can complete two communication activities of the same type (public speaking or presentation) and compete for prizes in each club if their speech or presentation is different in each competition. Members can only advance to further levels of competition from one club and must give written notice to each club leader a minimum of two weeks before the competition, as to which club they are competing in to advance.
8. If speakers wish to leave a competition early, they must receive permission from the organizing committee prior to the date of the competition. The committee’s decision as to whether they will be allowed to leave early is final.
9. Speakers must progress through each competition made available to them (e.g. club → zone/area → district → regional → provincial) before advancing to the next level. If there is no formal club competition, the speaker must still speak in front of an audience and receive feedback before advancing.
10. All facts and figures used in speeches and impromptus are to be accurate.

Timing

11. Speeches are timed from the first word spoken. Time limits are:

Level	Prepared Speeches (minutes)	Impromptu Speeches (minutes)
Junior and Intermediate	3-5	1-2
Senior	4-6	1-2*

**2 to 3 minutes at Provincial Finals and some Regional competitions*

12. Juniors = 1 point will be deducted for every 5 second range over or under the time limit. A maximum of 7 points will be deducted for a prepared speech and 3 for an impromptu.

Intermediates/Seniors = 2 points will be deducted for every 5 second range over or under the time limit. A maximum of 14 points will be deducted for a prepared speech and 7 for an impromptu speech.

Seconds Over/Under Time Limit	Prepared (points deducted)		Impromptu (points deducted)	
	Junior	Intermediate / Senior	Junior	Intermediate / Senior
1-5	1 total	2 total	1 total	2 total
6-10	2 total	4 total	2 total	4 total
11-15	3 total	6 total	3 total	6 total
16-20	4 total	8 total	3 total	6 total
21-25	5 total	10 total	3 total	6 total
26-30	6 total	12 total	3 total	6 total
31 +	7 total	14 total	3 total	6 total

13. Impromptu speeches: Speakers have 15 seconds to select a topic from three choices and 1 minute to prepare. A member will not be allowed to choose a topic or prepare until the previous member has finished speaking. Organizers will request prepared speech topics so impromptus that appear similar can be removed.

Judging

14. Each speaker will be judged by 3 or 6 judges at a competition.
15. A judge may only judge any speaker's prepared or impromptu speech once at any level in the same year. Judges must be impartial to all speakers.
16. Judges will give unbiased **CONSTRUCTIVE** feedback to speakers on comment sheets.
17. Judges will receive the speech/impromptu time faults and penalties at the end of the competition and must record them on their sheet. Judges will then write their placing on the ranking sheet. Judges must break their own ties prior to giving their ranking sheet to the tellers. Only the ranking sheets will be given to the teller.
18. Judges shall not converse during the speech/impromptu or scoring process.
19. If the tallied results end up in a tie, an impromptu speak off will be held. This is only necessary if it affects the top four placings. The tied competitors will speak on the same impromptu topic, chosen ahead of time by the organizing committee, and wait outside the speaking area until it is time for them to prepare their impromptu.

Deductions and Disqualifications

20. Plagiarism will not be tolerated and will result in disqualification. If it is discovered at a later time that a speech is copied, the speaker(s) will forfeit any award(s) received.
21. Sources and/or references must be acknowledged. If a speaker fails to give reference to a source that he or she used, the ruling committee will deduct 3 points from the speaker.
22. Total quotes used must not exceed 75 words and must be handed in prior to the competition. Quotes must also be recognized in the context of the speech. If quotes exceed the maximum length the ruling committee will deduct 3 points from the speaker.
23. Speakers may not use visual aids or gimmicks. A gimmick is any device or stunt used to distract the audience, such as clothing, costumes, props, singing a song, using taped music in the background, or leading a cheer or chant (e.g. quoting a nursery rhyme or song is acceptable). Gestures are acceptable and are defined as a subtle, physical action that is meant to highlight or support a verbal message. It

should not distract the audience and at no time should there be audience participation. Deduct 3 points.

24. Speakers may not give an impromptu speech on the same topic as their prepared or another member's speech who has already spoken in that competition. If one of the impromptu topics is similar they should either choose one of the alternatives, or inform the ruling committee. If a speaker speaks on the same topic, they will be required to re-do their impromptu using a single topic selected by the ruling committee.
25. The ruling committee may disqualify any speakers(s) who have not followed the published rules. Disqualified speakers are not eligible to receive an award. If an award has already been received it will be forfeited to the next deserving competitor. Disqualified members will not be allowed to compete in further speaking competitions in the current club year.
26. Complaints regarding rule violations must be directed to the ruling committee. It will be up to the committee to make a decision regarding deductions and disqualifications. If a speaker is to be disqualified, a representative of the competition organizing committee will advise the teller not to place the speaker once all speeches are given.

The disqualified individual will be notified in private, accompanied by their parent(s), of the decision and provided with the reason(s). If a parent is not present then a guardian or club official must be present in their place. Disqualifications should only be used as a last resort and discretion in doing so is a must. It is strongly suggested the word 'disqualification' be softened when talking to members.

4-H Alberta Provincial Public Speaking Finals (senior level only)

27. Finalists must prepare a new speech. Speakers will be given a general subject one to two weeks prior to the competition (emailed to them and/or posted online). Speakers must then chose a specific topic related to the general subject and write a prepared speech.
28. Speakers are required to give a 2 to 3 minute impromptu speech.
29. The top speaker at the 4-H Alberta Public Speaking Finals may no longer compete in any future 4-H Alberta Public Speaking Competitions; however, this person is still responsible for completing a communications activity each club year.

4-H Alberta Public Speaking Guidelines

1. Judges should not be a member of the immediate family (including aunts, uncles and grandparents) of any of the speakers they are judging.
2. Organizers will destroy score, placing, and teller sheets immediately after the competition. Organizers will keep the names of the top four speakers in case the top speaker(s) is/are unable to compete at the next level. Speakers' times should be written on their comment sheets.
3. The 4-H Alberta provincial public speaking winner will be invited to emcee the following year's provincial event.
4. If using electronic cue cards, *device must be switched to "airplane mode" and not connected to Wi-Fi.*