

Judge's Orientation Package

Dear Presentations Judge,

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

Name of Competition:	
Date:	
Location:	
Start Time:	

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 presentations judge's guide for your information. It includes rules, criteria and how to score presentations. 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)

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

Sincerely,

(Signature)

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

Judge – Responsibilities

- A judge may only judge any given member's presentation at any level once in the same year. Notify event officials before the event if you have judged at any other presentations competitions during the current club year.
- Judges should not be a member of the immediate family (**including aunts, uncles and grandparents**) of any of the presenters they are judging.
- Ask questions regarding 4-H Presentations before the event begins.
- Arrive at the time requested to meet the other judges and review the competition procedures. You will need to:
 - Choose one judge to speak on behalf of the panel.
 - Determine how the judge's question will be asked.
 - Prepare general comments on the presentations competition (afterwards).
- Be familiar with the Presentations Rules and Guidelines and the enclosed information.
- Ensure the judge's panel asks one question of each presentation and use that answer for scoring purposes.
- Judge according to the score sheet provided.
- Judge all presentations impartially. If you see anything you think should result in a penalty or disqualification please inform the committee. It is the responsibility of the organizing committee to make the final decision on penalties and disqualifications.
- Rank all speakers – break your own ties. **Judges will receive the presentation time faults and penalties. Judges will then write their placings on the ranking sheet. Each Judge must break his/her own ties prior to giving their ranking sheet to the tellers. Only the ranking sheets will be given to the teller.**
- Complete written comments for each presentation, including positive points and constructive criticism.
- Shred the Presentations Score Sheet(s) into an envelope at the end of the competition.
- When called upon at the end of the competition, before the results announcement, the judge chosen to speak on behalf of the panel should give some general comments on the presentations.
- Be available after the competition for presenters to ask you specific questions, if they choose.

Types of Communication Activities

In 4-H Alberta, the word 'communications' is used to refer to two categories of activities: speeches and presentations.

How do they differ?

Speeches versus Presentations

In a speech, thoughts are conveyed without visual aids. In a 4-H public speaking competition speakers are required to give both a prepared and an impromptu talk. In a presentation presenters "show how while telling why". Instead of an impromptu speech, presenters answer one question from the judging panel, for scoring purposes.

Presentations

A presentation can be as simple as threading a needle or as complex as helmet safety. The whole idea of doing a presentation is to communicate – relaying information and knowledge, while using some form of visual aid(s) to support the points.

- A presentation can be hands on. Members show how to complete a task step by step, while explaining clearly what they are doing, how they are doing it and why they are doing it. Visual aids are used to support the main points of the presentation.
- In some presentations presenters do not actively complete a task step by step. They tell how while using visual aids such as posters, charts, photo slides, PowerPoint slides, models, pictures, etc. to support what they are saying.
- Examples of presentations include: how to safely ride a skateboard, tying a shoe, folding origami, maintaining a paintball gun, stitching a seam, baking cinnamon buns, talking about feedlot illnesses and showing drawings of parasites with tips on how to identify them or showing fellow 4-H members how to complete their yearly diaries and record books.

The visual aids selected should be used to effectively support the main points of the presentation. While visual aids play an important role in a presentation, equal points are allotted for the presentation's structure and the presenter's ability to relay their message. The topic selected and ability to answer a question is also scored.

Judging Criteria

Competition organizers will provide 4-H score sheets for you (a sample has been included in this booklet). When judging a presentation, points are awarded for five different categories. The total number of possible points is 100. The components, general guidelines and point breakdown for each category are listed below:

Topic - 15 points

- As a result of seeing this presentation you should have acquired knowledge or information. It may be how to make chocolate chip cookies, or it may be how to recognize a round worm and using information about the life cycle to prevent infestation.
- The topic should be suited to the contestant's knowledge, age and experience.
- Research should be evident and the information should be accurate and up-to-date with the references stated. The amount of research will differ from one age category to the next. More research is expected from Senior presenters than from Junior or Intermediate presenters.

Structure - 25 points

- The presentation must be properly structured with an introduction, body and summary. The points should be presented in a logical sequence, following the procedure step by step.
- The introduction should catch the audience's attention. Presenter(s) should clearly state the topic and objective of the presentation. Each speaker is required to greet his or her listeners in some form, but there is no required form or length of salutation.
- The body is where the message is delivered and should take about 4/5 of the total time. Visual aids and speech should be coordinated.
- The summary should review all of the contents of the presentation in a tidy, concise manner. The main points should be stressed. No new information should be introduced in the summary. The speaker should conclude his/her presentation by asking, "Are there any questions?"
- Presenters are taught not to say thank you at the end of a presentation, as they are to think of it as a gift to the audience. However, points will not be docked for those who do conclude by saying thank you.

Workmanship - 25 points

- The presenter may select any type of visual aid appropriate to the setting such as models, actual objects, posters, display boards, pictures, PowerPoint presentations, handouts or videotapes. Inappropriate visual aids include live animals or potentially hazardous materials, such as open flames. The presentation area should be neat and organized.
- Evaluation should be on how well the presenters use their visual aids in delivering their message. The purpose of a visual aid is to enhance the message within the presentation, not overwhelm or dramatize it.
- Narration and manipulation of visual aids should be well coordinated. When judging a team presentation, narration and work should be divided evenly between team members.
- Visual aids must be easily accessible and clearly visible to all members of the audience. Visual aid effectiveness should be taken into consideration. Is the print large enough to read? Is the writing legible? Is the information concise and not overly 'wordy'? Is the choice of font (type and colour) and background colour easy to read and aesthetically pleasing? Is the model big enough to see from the back of the room?

Presentation - 25 points

- The presenter should show confidence, smile and be friendly towards the audience, exhibiting interest and enthusiasm for the presentation.
- Eye contact is important in communicating a message and the presenter should look at the audience in each section of the room.
- The use of cue cards is optional. The presenter should not rely too heavily on notes or sound too memorized. Microphone and podium use is also optional.
- The presenter should maintain good posture and should not sway on his/her feet.
- His/her voice should be expressive and easily heard. Words should be pronounced so that each syllable is distinct. Correct grammar is important. Occasional slang expressions may be appropriate if they add to the impact of the presentation.
- If a presentation is done by a team, each person on the team should share equally in the speaking and the 'doing'.
- The presenter should be neat and tidy in appearance. Presenters may decide to wear club uniforms or attire reflecting their presentation topic. Their clothing should be appropriate to the topic of their presentation. Remember that the presenter's appearance is also a visual aid and should not overwhelm or dramatize the presentation.

Question - 10 points

- At the end of the presentation the presenter(s) will ask the judges if they have a question. Members are encouraged to repeat each question before they respond.
- The judges' panel must ask **one question** and the presenter(s) will be scored on their ability to answer that question.

Suitable types of questions (not covered in the presentation) could include:

- What is the most important safety concern while doing _____?
- What type of equipment would a beginner need to get in to _____?
- How could you include the whole family in _____?
- Are there any clubs or organizations for _____?
- Are there career options for _____?
- What is the history of _____ in Canada?
- How would you adapt _____ for someone with a disability?
- What three tips would you give to me for maintaining the equipment _____?
- What is the youngest age you feel could adequately complete this _____?
- If you were to market _____, how would you package it?
- How would you adapt _____ to avoid allergy concerns?
- What are the most important things to consider in terms of storing _____?
- Which ingredient/step 'makes or breaks' this _____, and why?
- How could _____ be adapted for a large family or group gathering?

In the event of a tie the judges will be required to ask a generic question individually to the tied presenters.

Examples of generic tiebreaker questions...

- What were the reasons behind the choosing of your topic?
- What was the hardest part about putting your presentation together?
- What sort of preparation time did your presentation require?

Comment Sheets

- Judges will prepare a comment sheet for each presentation, which will be made available for the presenters to take home with them.
- The words below can be used to make judge's comment sheets helpful and positive.

Aggressive				
Amusing	Light	Fluent	Proportional	Strong
Appropriate	Limitless	Forceful	Quality	Subdued
Articulated	Lively	Fresh	Quiet	Successful
Attractive	Meaningful	Gentle	Rare	Suitable
Balanced	Memorable	Genuine	Rational	Superior
Believable	Natural	Helpful	Realistic	Supportive
Capable	Neat	Honest	Reasonable	Talented
Challenging	Neutral	Humorous	Reflective	Thorough
Clear	Notable	Ideal	Relevant	Thoughtful
Clever	Noteworthy	Illustrated	Remarkable	Timely
Comfortable	Noticeable	Imaginative	Resourceful	Truthful
Complex	Obvious	Ingenious	Respectable	Unique
Concise	Open	Inspiring	Sensible	Unlimited
Confident	Orderly	Intense	Sensitive	Unusual
Cooperative	Organized	Intriguing	Sharp	Useful
Creative	Passive	Personable	Significant	Valuable
Direct	Perceptive	Persuasive	Sincere	Variety
Dynamic	Effective	Pleasant	Skilled	Vibrant
Educational	Enterprising	Popular	Smooth	Warm
Inviting	Expressive	Powerful	Solid	Winning
Jovial	Flexible	Precise	Specific	Witty
Kind	Flowing	Probable	Stimulating	Worth

4-H Presentations Comment Sheet

Title: _____

Name(s): _____

Criteria	E	VG	G	F	Comments
Topic (15%) <ul style="list-style-type: none"> ▪ Relayed knowledge/information ▪ Information accurate and research evident ▪ Suitable for presenter's age and experience 					
Structure (25%) <ul style="list-style-type: none"> ▪ Introduction defined objective and gained the audience attention ▪ Introduction, body and summary were clear ▪ Allocation of time spent on introduction, body and summary ▪ Points presented in a logical sequence ▪ Summarized the key points 					
Workmanship (25%) <ul style="list-style-type: none"> ▪ Smooth coordination of work and narration ▪ Organization of working area and equipment ▪ Visual aids seen by audience ▪ Effective use of visual aids ▪ Distribution of work/narration between team members 					
Presentation (25%) <ul style="list-style-type: none"> ▪ Level of confidence, interest and enthusiasm ▪ Voice projection, clarity and inflection ▪ Correct grammar ▪ Use of eye contact ▪ Appearance 					
Question (10%) <ul style="list-style-type: none"> ▪ Ability to answer judges' question 					

Judge's Signature: _____ Date: _____

Time Used: _____ Time Faults: _____

4-H Presentations Comment Sheet

Title: ATV Safety Starts With You

Name(s): Jane Smith and John Smith

Criteria	E	VG	G	F	Comments
Topic (15%) <ul style="list-style-type: none"> ▪ Relayed knowledge/information ▪ Information accurate and research evident ▪ Suitable for presenter's age and experience 	✓				* This was an excellent topic choice for a senior level presentation * Well researched
Structure (25%) <ul style="list-style-type: none"> ▪ Introduction defined objective and gained the audience attention ▪ Introduction, body and summary were clear ▪ Allocation of time spent on introduction, body and summary ▪ Points presented in a logical sequence ▪ Summarized the key points 	✓				* Imaginative and unique intro, you definitely caught the audience's attention. * Body of presentation well developed. * More time needed to summarize your presentation: focus on your main points
Workmanship (25%) <ul style="list-style-type: none"> ▪ Smooth coordination of work and narration ▪ Organization of working area and equipment ▪ Visual aids seen by audience ▪ Effective use of visual aids ▪ Distribution of work/narration between team members 	✓		✓		* Ensure your partner has stopped talking before you move on to the next point. * Realistic visual aids! Very impressive. * With two people, the talking should be roughly divided in half.
Presentation (25%) <ul style="list-style-type: none"> ▪ Level of confidence, interest and enthusiasm ▪ Voice projection, clarity and inflection ▪ Correct grammar ▪ Use of eye contact ▪ Appearance 	✓				* Voices and hand gestures seemed natural, and not forced. * One of your signs said "their" when I think you meant "there". * Clever clothing ideas to show layering!
Question (10%) <ul style="list-style-type: none"> ▪ Ability to answer judges' question 		✓			* Well answered but a greater emphasis on the local or Alberta ATV clubs you mentioned might have been more useful to this audience.

Judge's Signature: Jenell Ferris

Date: Jan. 1, 2014

Check the back of this page for time faults and penalties

4-H Presentations Score Sheet

Name: _____

Topic	Max Points								
<ul style="list-style-type: none"> • Presenter relayed knowledge or information • Information accurate and research evident • Suitable for presenter's and audience experience 	15								
Structure <ul style="list-style-type: none"> • Introduction defined and gained audience attention • Introduction, body and summary were clear • Good allocation of time on introduction, body and summary • Points presented in a logical sequence • Summarized the key points 	25								
Workmanship <ul style="list-style-type: none"> • Smooth coordination of work and narration • Organization of working area and equipment • Items appropriately labelled • Visual aids easily seen by audience • Effective use of visual aids • Distribution of work/narration between team members 	25								
Presentation <ul style="list-style-type: none"> • Level of confidence, interest and enthusiasm • Voice projection, clarity and inflection • Correct use of grammar • Use of eye contact • Appearance: neat and tidy, dressed appropriately 	25								
Questions <ul style="list-style-type: none"> • Ability to answer judges' question 	10								
Presentator Score	100								
Minus Time Faults									
Minus Penalties									
Presentation Total	100								

**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 each speaker and transfer the rankings onto the placings sheet. Give only the placings sheet to the teller and destroy this sheet.

4-H Alberta Presentations Rules

(September 2015 – August 2017)

Please note: These rules supersede the Presentations Organizer’s Guide and any other Presentations 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.

Presenters

1. Presenters must be registered 4-H members and in good standing as per 4-H Alberta policy.
2. Age categories (as of January 1st 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. Teams may consist of any combination of age groups, but must compete at the level of the oldest team member. For example, a team composed of a 12 year old and a 16 year old would compete at the senior level. Members may only compete once in a competition.
4. Presentations can be given individually or as a team of no more than three members. Individuals and teams compete against each other. Team members must be from the same club, and the workload including responding to the judge’s question must be shared equally among each team member. If a team advances to the next level of competition, and a member cannot attend, the rest of the team must either present without him/her or forfeit to the next place competitor(s). A team member who misses one level of competition may resume competing at further levels if his/her team qualifies. Team members may not be substituted.
5. A presentation can be a demonstration or an illustrated talk (which includes the use of media (e.g. powerpoint)).
6. Any form of cue cards is acceptable (including electronic cue cards)
7. Each presenter must prepare a new and original (defined as having done their own research, scripting and presenting) presentation each year. Presenters may modify their presentation or prepare a completely different one for each level of competition.
8. Members may compete and advance in public speaking and presentations within the same club.
9. Presenters 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.
10. 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.

11. Presenters must progress through each competition made available to them (e.g. club → zone/areas → district → regional → provincial) before advancing to the next level. If there is no formal club competition, the presenter must still speak in front of an audience and receive feedback before advancing.
12. If available, presenters 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.
13. Presenters must provide any and all equipment including electronics for the presentation. Where available, some common items such as a screen, stage, computer or projector MAY be provided. This, along with any special requirements that are needed, should be discussed with the organization committee prior to the event.
14. All facts and figures used in presentations are to be accurate.

Timing

Time limits are:

Level	Length (minutes)
Junior	4-8
Intermediate	6-8
Senior	8-10

15. Intermediate and senior presenters will have the option of having time cards shown at 2 minutes remaining, 1 minute remaining, 30 seconds remaining and stop. For junior presenters, a 4 minutes remaining card will also be shown, in addition to the cards listed above.
16. Presentations are timed from the first word spoken or at the start of any action, music, video, song, etc. to the last word of "I/we are ready for the judge's question". Points will be deducted for every 5 second range over or under the time limit up to a maximum of 14 points for intermediate/senior members and 7 points for junior members. If presenters go 2 minutes over their allotted time, they will be asked to stop.

Seconds Over/Under Time Limit	Points Deducted	
	Junior	Intermediate / Senior
1-5 range	1 total	2 total
6-10	2 total	4 total
11-15	3 total	6 total
16-20	4 total	8 total
21-25	5 total	10 total
26-30	6 total	12 total
31 and Over	7 total	14 total

Judging

17. At a competition each presentation must be judged by a panel of 3 judges.

18. A judge may only judge any member's presentation once at any level in the same year.
19. Judges will give presenters unbiased **CONSTRUCTIVE** feedback on 4-H comment sheets.
20. Judges will ask only ONE question at the conclusion of the presentation. This question will be scored and no other questions will be asked.
21. Judges shall not converse during the presentation or scoring process, except to agree on a question for each competitor or team.
22. Judges will receive the presentation time faults and penalties at the end of the competition and must record them on their sheet. Judges will then write their placings 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.
23. If the tallied results end up in a tie, the judges will choose a common question to ask the tied competitors. The member/team will be ranked on this question and the lowest rank wins. The question should be generic and not topic related in order to provide fairness in scoring.

Deductions and Disqualification

26. Presenters are not allowed to prompt the audience with the expectation of a response in any fashion, including both verbal and nonverbal actions. The audience in any fashion, including verbal and non-verbal actions, is not allowed to prompt the presenter(s). 5 point deduction.
27. Sharing or offering products from your presentations to officials or audience members is not allowed during the competition. 5 point deduction.
28. Presenters are allowed to cite or illustrate/display brand names but not to show preference toward any one product or product line such as saying "Brand X' is the only kind of oil to use". Presenters who show a preference will be deducted 3 points. Presenters are permitted to give preference to a particular brand in answering the question.
29. Sourced video, sound clips and animations are acceptable visual aids. They are to be used to compliment the presentation to a maximum 30 seconds total time. Members who exceed this time limit will be deducted 3 points. Members may be asked at the conclusion of all the presentations to replay their clips so that they may be timed.
30. Plagiarism will not be tolerated and will result in disqualification. If it is discovered at a later time that a presentation is copied, the presenter(s) will be stripped of any award(s) received.
31. Sources and/or references must be acknowledged, regardless of the method or time in the presentation, including audio/video clips or non-stock photography. It may be acknowledged when it appears in the presentation or at the end of the presentation. If a speaker fails to give reference to a source used, the ruling committee will deduct a total of 3 points.
32. 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 presentation. If quotes exceed the maximum length the ruling committee will deduct 3 points from the speaker.
33. Presenters may not use other people (unless team members) or live animals to do their presentation. If needed as a visual aid, a model should be used instead. Presenters who fail to do so will be disqualified.
34. Safety is priority one. All safety regulations and age restrictions must be adhered to when using equipment and props. Members are also not to use open flames in their presentations and the use of controlled flame must adhere to facility fire regulations. Presenters who fail to do so will be disqualified.
35. The ruling committee may disqualify any presenter(s) who has/have not followed the published rules. Disqualified presenters are not eligible to receive an award. If an award has already been received, it will be forfeited to the next deserving competitor. Disqualified presenter(s) will not be allowed to compete in further presentation competitions in the current club year.

36. Complaints regarding rule violations must be directed to the ruling committee. It will be up to the committee to make decisions regarding penalties and disqualifications. If a presenter is to be disqualified, a representative of the organizing committee will advise the tellers not to place the presenter.

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. Disqualification 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 Presentations Finals (Senior Level Only)

37. The top presenter(s) at the 4-H Alberta Presentations Finals may no longer compete in any future 4-H Alberta Presentations Competitions; however, this member(s) is/are still responsible for completing a communications activity each club year.
38. A common computer and projector must be used.

4-H Alberta Presentations Guidelines

1. Judges should not be a member of the immediate family (including aunts, uncles and grandparents) of any of the presenters they are judging.
2. Organizers will destroy score, ranking, and teller sheets immediately after the competition. The organizers will keep the names of the top four presenters in case the top presenter(s) is/are unable to compete at the next level. Speakers' times should be written on their comment sheets.
3. The 4-H Alberta Presentations winning team or individual will be invited to emcee the following year's Provincial event.
4. Presenters should set up their own presentation to the best of their ability.
5. In the event of electronic equipment malfunction, presentation timing will pause. The presenter(s) will be granted up to 3 minutes to correct the problem. Once the problem is repaired, or the 3-minute mark is reached, timing for the presentation will continue from where it was paused. The presenter(s) must resume from the point the problem occurred with either corrected equipment or an appropriate alternate method of delivery. Competitors using electronic equipment are encouraged to bring a suitable back up (i.e. poster, flipchart, etc.). Under all circumstances the presenter(s) should try to rectify the issue(s) themselves. Some circumstances may require additional help.
6. If using electronic cue cards, device must be switched to "airplane mode" and not connected to Wi-Fi.