

# Speech Competition Judge's Instructions

Thank you for volunteering to judge the competition!!! The competition would not be possible without your involvement. We have just one hour, and five or six speakers in each classroom. All speakers must get a chance to finish their presentations, so here are suggestions that might make this go more smoothly.

Please arrive between 12:00-12:15 on Thursday, April 7, 2016, by Public Safety to receive your room assignment. The competition begins at 12:30.

There are two or three judges in the competition rooms. The Lead Judge should discuss the procedures with the other judge(s) and the students. It is up to the Lead Judge to direct the proceedings and keep things moving on time. The students will hand the Lead Judge an index card with their name on it-- that's how you will know who will be speaking in your room.

## **The Judge's Folder contains:**

1. Judge's Instructions
2. Ballots and Envelope

## **The Lead Judge will keep track of time, collect Student Feedback Surveys and receive the following items:**

- A stopwatch and time cards
- Whiteboard markers

## **Here are some notes on organizing the speakers:**

To reduce tension, you may have a chance to chat with students for a few minutes before you begin, and also between speeches. Students have said this helps them handle their nervousness and they appreciate it.

Tell the speakers to write their name and title of their speech on the board.

Because time is limited, please keep the pace moving and start promptly at 12:30. At the beginning, announce the speaking order and tell students they should be prepared to speak as soon as their name is called.

1. Speaking order – you can organize this as you choose. You may adjust the order as needed.

2. Most rooms do not have a podium. Students will have to hold their notes.
3. Students are **NOT** allowed to use Power Point or any electronic visual aids for this competition. Students were told this in advance.
4. Be prepared to see a broad range of speaking abilities.
5. The time for the speeches is about 6 minutes, with a grace period of 1 minute. One of the judges should keep time for the speakers—either the Lead Judge or someone designated by the Lead Judge. The timekeeper should signal the time at 5 minutes, 6 minutes and at 7 minutes, tell the speaker to wrap up.

### **How to Use the Ballot**

Please do not confer with the other judge(s) in the room or average your scores. It is your individual judgment that will be used in the overall competition results. Ballots will be returned to each speaker, so please write any comments you think would be helpful for them.

Put the ballots into the white envelope and seal it. Return them to Gina Costa or Kathleen Williams after the competition.

### **Post-Competition Surveys:**

Judges will be e-mailed an electronic survey to help plan and improve future competitions.

Students will receive a Student Feedback Survey to be filled out immediately following the competition. The Lead Judge will collect these and give them to Gina Costa or Kathleen Williams.

### **Final Round**

The top 5 speakers will move on to the Final Round on Thursday, April 21, 2016 in C-211 at 4:00. Students will be notified just a few days after the competition if they qualified for the Final Round. The prize winners will be announced at a ceremony and reception to be held immediately after the speeches. You are invited to attend this final round of competition and celebrate with the students.