

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
Enclosure

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.

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.

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

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.

On the following pages are the comment sheets, score sheets and ranking sheet that a judge uses when commenting and scoring 4-H members.

4-H Public Speaking Score Sheet

Judge #

Prepared Speeches	Max Points					
Content • Topic was appropriate	5					
• Speaker included a personal viewpoint • Speech was delivered with an introduction, body and conclusion • Introduction gained attention and led into the speech	30					
• Main points were clearly stated • Speaker had specifics to support or explain main points • Proper use of language	40					
Delivery • Correct pronunciation • Clear enunciation • Words easily understood • Vocal variety and emphasis • Voice natural with sincere enthusiasm, clearly heard	30					
• Maintained eye contact • Body language (gestures, expressions, body positioning) supported	30					
• Speaker maintained audience interest • Overall impression, neat in appearance • Speaker was confident, natural and relaxed	15					
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)	1st, 2nd 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 • Topic was appropriate • 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 • Main points were clearly stated • Used specifics to support or explain main points • Proper use of language					
Delivery: • 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, etc) supported points • Comfortable stance and movement, not distracting to audience • Used notes appropriately • 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 • Topic was appropriate • 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 • Main points were clearly stated • Used specifics to support or explain main points • Proper use of language	✓				• 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.
Delivery: • 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, etc) supported points • Comfortable stance and movement, not distracting to audience • Used notes appropriately • Maintained audience's interest • Overall impression, neat in appearance • Confident, natural and relaxed	✓	✓	✓		• 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 audience and that it kept popping open. • Your sincere interest in this topic was reflected to the audience and through your speaking skills.

Judge's Signature: Jessell Ferris Date: Jan. 1, 2020

4-H Public Speaking Placings Sheet

Cut this sheet into three strips and give one to each judge

Judges Placings

Which type of speech did you judge?

Prepared / Impromptu

(Please circle the appropriate one, or both if you judged both)

Write the names of speakers in the spaces provided below in order that they placed (1st, 2nd, 3rd etc.)

Speaker's Name	Rank

Judges Placings

Which type of speech did you judge?

Prepared / Impromptu

(Please circle the appropriate one, or both if you judged both)

Write the names of speakers in the spaces provided below in order that they placed (1st, 2nd, 3rd etc.)

Speaker's Name	Rank

Judges Placings

Which type of speech did you judge?

Prepared / Impromptu

(Please circle the appropriate one, or both if you judged both)

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