

## APPENDIX 1.1 - VIRTUAL 4-H PUBLIC SPEAKING—JUDGES' ORIENTATION NOTES

This orientation handout is to be given to all judges in advance of each level of 4-H Public Speaking Competitions, and accompanied by:

- **Virtual 4-H Public Speaking—Judges' Orientation Notes (Appendix 1.1)**
- **4-H Public Speaking Guidelines with COVID Specifics (Appendix 1.2)**
- **4-H Public Speaking Score Sheet (Appendix 1.3)**
- **Virtual Scoresheet Instructions and link to online score sheet (Appendix 1.4) \***
- **4-H Public Speaking Rubric (Appendix 1.5)**
- **Final Results Form (Appendix 1.6)**

*\* Optional, as per Scoresheet Options on next page.*

Each group of judges will also complete a Judge's Final Results form to fill in and submit to the committee. Video Submission judges will not need to complete this form.

Due to the COVID-19 pandemic, 4-H public speaking will need to take place virtually. The event host will let you know if the event will be held via video submissions or via video conference. For either scenario, you will need to ensure that you have stable internet access, an area where you can watch the event uninterrupted, and choose the method in which you will judge the event.

1. **The purpose of 4-H Public Speaking is for members to develop confidence and communication skills.** Those who are participating in the competition are young people who are relatively inexperienced. While this event is competitive, comments should be constructive and positive. The emphasis of judge's comments should be to motivate members to continue their participation in public speaking.
2. Speeches may alternate between age categories (ex. Cloverbud speaks, then Junior, Intermediate, Senior...) so judges will have plenty of time to write notes and determine scoring after each speaker is completed. Some video submission / virtual competitions may have variations in speaker order.
3. Review Agenda for virtual competition.
4. As per 4-H guidelines, there should be three judges per age category at the regional and provincial level of speaking. The event host will inform you of who your fellow judges are for each age category.
5. **Competitor Age Categories: Cloverbud: 6—8; Junior: 9—12; Intermediate: 13—15; Senior: 16—21**
6. **Time limits are: Cloverbud: 1—3 min; Junior: 2—4 min; Intermediate: 3—5 min; Senior: 4—8 min**
7. Review the 4-H "Public Speaking Guidelines with COVID Specifics".
8. Review the "4-H Public Speaking Score Sheet" and accompanying explanation and definitions of score card terms.
9. Review the "4-H Public Speaking Rubric". This is a guide to assist judges in assigning scores to speakers. If used, it should not be shared with members.
10. As an option to break ties, prior to the start of competition, judges should choose either the highest score from the material section on the score card, or the highest score from the presentation section as the tie-breaking score.
11. Judges should work independently in scoring speeches, with one score sheet per member, per judge.
12. Members will not be docked marks for saying thank you or for introducing themselves.
13. Timekeepers will notify judges of any timing penalties after all speeches. Speakers have a 30-second leeway over and under the speech time limit. After that, competitors are deducted 5 points per minute. These deductions will be put in place after each member score.
14. **Video Conference** – After speeches, speakers will exit meeting platform so judges will have a private place to deliberate and tally scores. Deliberation usually takes 30 minutes.

Some committees will have speakers log in to a virtual meeting platform after deliberation. In this case, Judges will need to share constructive comments for each age category, and also announce the winners (Honourable Mention, 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>). Refer to **point #18**, below.

15. **Video Submissions** – Judges will not be able to deliberate. The results will be based only on the scores provided. Judges will need to break any ties on their own score sheets and any ties will be broken by either the highest score from the material section on the score card, or the highest score from the presentation section. **IMPORTANT NOTE:** *Members should be judged on speech, not quality of video.*
16. The speakers will receive the ‘comments’ portion of the score sheet, so judges are reminded to please be constructive and positive with written comments as it is a learning opportunity for 4-H members. Members do not receive the “raw scores”.
17. Judges at all levels must fill in the **Final Placings Form**. This form, as well as all completed scoresheets, must be returned to the coordinating committee. For District and Regional 4-H Public Speaking, rank all speakers in each age group. For Provincial 4-H Public Speaking, please rank only the top three speakers in each age group.
18. One judge from each age group may be asked to provide general comments at the Awards portion of the event. These verbal comments will be about the age group judged, and will be given prior to announcing the final placings. Comments should be generalized and should not single out an individual competitor. These comments can be written in the Final Placings Form.
19. At Club, District and Regional levels, judge’s comments should be designed to provide encouragement, constructive feedback, and/or techniques or points that will assist the member at the next level of competition. The committee may ask one judge per group to present participation certificates.
20. Your committee will also let you know if you are supposed to announce the top two or three winners. Please announce winners in this order: Honourable Mention (if allowed to name an Honourable Mention – check with the coordinators), 3<sup>rd</sup> Place, 2<sup>nd</sup> Place, and finally 1<sup>st</sup> Place.
21. If you have any questions, please contact the coordinating committee chairperson or a 4-H staff member.

## SCORESHEET OPTIONS

There are three options judges may use to fill out scorecards for virtual public speaking: handwritten scores, google spreadsheet scores, and PDF fillable score sheets. **Judges and committee should try out scoring methods in advance of competition to work out any issues.**

- **Traditional 4-H Public Speaking Scorecard** – Judges will receive printed copies of the score sheet and hand-write scores and comments for each competitor.
- **Virtual Scorecard** – This is a virtual score card using the online program Google Sheets. Judges will score competitors electronically. Please Note: Judges must have / create a Gmail account to use this program. Committee can provide judge with information on how to set up Gmail account.
- **PDF- Fillable Scorecard** – using a PDF fillable scoresheet, judges will fill out and save a PDF fillable scoresheet for each competitor.

Your committee will send you a link to an online Virtual Scoresheet Tutorial. These video tutorials will show how to easily use each of the following methods. These methods are created to help judges work to the best of their abilities. **Please do not feel pressured to use electronic scorecards if you do not feel comfortable doing so.**

Look over the scoresheets and decide HOW you will judge the submitted speeches. Remember, you will need to score and write constructive comments for each participant. Please make sure you and the event

host are comfortable with the option you have chosen. Here are some “how-to” tips for each style of scoring.

- **Handwritten Scores** – Using this option, you will need to have printed copies of the score sheet for each competitor. When completed, you will need to submit your scores to the event host.
  - Print off one score sheet ahead of time, and label one scoresheet for each competitor (if the host has not done this already).
  - Place the scoresheets in order of presentation. This will help to keep you organized.
  - Keep scrap paper to write notes on for each competitor. This will help you choose the most constructive thoughts for each member, and you can also make notes that will help jog your memory about the speech later on.
  - Once completed, you will need to return the completed score sheets and the official placings. This can be completed by scan, fax, or mail.
  - These will also need to be shared with the members. The raw scores will not be shared with the members.
- **Google Spreadsheet** – Using the google spreadsheet, mark each competitor and submit your scores electronically to the event host.
  - Write your scores and comments in each of the corresponding boxes
  - Be careful not to delete any important formulas
  - Once you are complete, ensure the event host has access to the scores and can access all your comments
- **PDF Fillable Scoresheet** – Using a PDF fillable scoresheet, you will fill out and save each PDF fillable scoresheet for each competitor. When completed, you will need to submit your scores to the event host.
  - The host will either create individual forms that you will need to fill out, or you can fill out each form and “save as” a new copy.
  - Fill out an individual form for each competitor and save it as “Competitor Name-Scorecard” for each individual.
  - Email your completed scorecards to the event host when your work is complete.

Once you have decided what option will work best for you, please inform your committee chairperson.

Thank you for agreeing to be a 4-H Public Speaking judge! We truly appreciate you taking the time to help foster communication skills in our young leaders.