



4-H Saskatchewan

# How to Host Club-Level 4-H Public Speaking

# How to Host Club 4-H Public Speaking

## TABLE OF CONTENTS

1. Date.....	3
2. Location.....	3
3. Spread the Word.....	4
4. Judges / Score Sheets .....	4
5. Awards .....	4
6. Program .....	5
7. Food .....	6
6. MC.....	6
6. Public Speaking Rules.....	6
6. After the Event.....	6

## APPENDIX

APPENDIX 1 – Club 4-H Public Speaking Judges Orientation

APPENDIX 2 – 4-H Saskatchewan Public Speaking Guidelines

APPENDIX 3 – 4-H Saskatchewan Public Speaking Score Sheet

APPENDIX 4 – 4-H Saskatchewan Public Speaking Judge’s Rubric

APPENDIX 5 – 4-H Saskatchewan Public Speaking Program

APPENDIX 6 – District 4-H Public Speaking Registration Form

APPENDIX 7 – Logo Usage Information

APPENDIX 8 – Generic Club 4-H Public Speaking Certificate

APPENDIX 9 – Final Placings Forms (with extra members)



**CANADA**  
4-H Saskatchewan

### **“How to Host Club 4-H Public Speaking”**

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# HOW TO HOST CLUB 4-H PUBLIC SPEAKING

There is a 4-H member requirement that states: “All 4-H members in Saskatchewan must participate in public speaking at the club level.” This can mean many things, depending on the 4-H Club. To some clubs, public speaking can include something as basic as the member standing up and making a motion. By the 4-H policies, this is perfectly acceptable in meeting the public speaking requirement.

However, some clubs go beyond both of these and create an actual competition wherein a member can write and present a full-length speech and be judged on it, with the winners advancing to the next level of competition. This handbook pertains to the latter—a club-level public speaking competition.

**Each Club can send two speakers per age group to District-level public speaking. These speakers should be the 1st and 2nd place speakers from the Club-level.**



The following pages offer suggestions on how your 4-H Club can hold its own Club-Level 4-H Public Speaking Competition.

## DATE

- Pick a date when you can have your Club Public Speaking event and let your 4-H’ers know!
- Club speeches will have to be held before District Public Speaking. The District date will be selected in the Fall, after the Regional date has been set.
- Each Club can send two winners from each age group to Districts.

## LOCATION

- Book a location for the Club event. Your club is expected to cover the costs.
- Usually a school library or church basement will do. Look for a place that has decent acoustics—gymnasiums are not the best place to hold 4-H Public Speaking.
- Sunday afternoons are good time to hold this event, though if you don’t have a lot of members speaking, consider a weeknight.
- Make sure there is a private room where the judges can deliberate after hearing the speakers.

## SPREAD THE WORD

- Ensure your 4-H members know the details about Club Public Speaking.
- Tell them that they need to have their speech information to you by a certain date. Make sure they know how they can get a hold of you.
- Information to obtain from speakers includes: name, speech title, age group, phone #, e-mail.
- Consider advertising locally with local media groups (newspaper), in school newsletters and on community social media sites, etc. Let them know the details about your Club's exciting event!
- Put up posters in your community – people may want to come and watch!

## JUDGES / SCORE SHEETS

- Find at least three (3) judges—this way you will have a tie-breaker if two judges disagree.
- Judges should have experience with public speaking and shouldn't be related to any of the speakers (teachers, local business people; toastmasters, etc.)
- Judges **must** use the **4-H Public Speaking Score Sheet** (see **APPENDIX 3**). This is used at all levels of 4-H public speaking. Ensure you understand which side of the score sheet is returned to the speakers (comments portion), and which side is thrown away (marks portion).
- As well, send your judges a copy of the **Judges' Orientation** (see **APPENDIX 1**) as well as the brand new **4-H Public Speaking Rubric**. (see **APPENDIX 4**).
- Consider giving your Judges an orientation half an hour before your event begins so they know what to look for when judging the speeches. Use the Judge's Orientation that you have sent out to them.
- Judges should complete the **Final Placings Forms** for your committee (See **APPENDIX 9**)
- Each judge should have one score sheet for each speaker
- Order public speaking cards from the Provincial 4-H Office (306-933-7727). There should be one score sheet per member, per judge.

## AWARDS

- Purchase medals / plaques / prizes for winners if your budget allows.
- See the attached Generic Certificate (refer to **APPENDIX 8**) that you can make on your computer and print off. You can find these on the 4-H website, or call the Regional 4-H Specialist.
- You **must** use your Club logo for your medals, plaques, certificates, etc. Please refer to the Logo Usage Information at the end of this handbook in **APPENDIX 7**. You can ask your Regional 4-H Specialist for help with this, or you can create your own logo at <https://4-h-canada.ca/brand-app>
- 4-H has a number of fun promo items you can order as prizes at <http://www.4-h.sk.ca/store>.

## PROGRAM

- Make a program for the event, if possible, so the audience knows who is speaking and where they are from. Try to spell speaker names correctly. Refer to **APPENDIX 5**.
- You will need to use a Club logo for this event. Go to <https://4-h-canada.ca/brand-app> to make your Club logo and use this on all your paperwork: sponsor letters, program, certificates, etc. Please refer to the Logo Usage Information at the end of this handbook in **APPENDIX 7** for information on how to use the logo.
- Consider including the following information in your program:
  - ◇ Speaker's name, club, age group (CB, JR, INT, SR), speech title
  - ◇ Sponsors' Information
  - ◇ Judges names
  - ◇ District Public Speaking Competition information & contact person
- You can include this in your program too:
  - ◇ **MC's Introduction & Welcome**
  - ◇ **4-H Pledge**
  - ◇ **Introduction of Judges**
  - ◇ **Review of time limits / age group for members** (*refer to 4-H policies*)
  - ◇ **Speeches**
  - ◇ **Judge's Deliberation / Snack Break**
    - ◆ This should only take 30 to 45 minutes. Your judges deliberate at this time, and the audience can enjoy a break, with dainties / goodies.
    - ◆ Serve the judges some goodies too - take them a plate, as well as some juice or coffee
    - ◆ Collect the score sheets from the judges. They are actually supposed to be cut in half. The members can keep one side and the others are to be thrown away, as indicated on the sheets.
    - ◆ Bring scissors to cut the score cards and a stapler to staple them together. Hand them out to the speakers with the awards.
  - ◇ **Judge's Remarks**
    - ◆ Remind them to give constructive, yet positive remarks, and not single out any members.
  - ◇ **Thank Sponsors, Volunteers & Judges**
    - ◆ Consider getting a gift for each judge, as well as a thank you card.
  - ◇ **Announce winners and hand out awards**
  - ◇ **Announce where District 4-H Public Speaking is being held**
  - ◇ **Thank everyone for coming**

## FOOD

- Have your 4-H families make goodies for the event
- Serve these goodies to the audience while they are waiting for the judges deliberate
- Don't forget to have coffee, tea, juice, napkins, cups, utensils, etc.
- You can also have door prizes and other fun things to fill the time. **Judges shouldn't deliberate longer than half an hour, and they should also break their ties.**
- Don't forget to take a tray of goodies and drinks to your Judges too!

## MC

- Pick an MC.
- Ensure they have the list of speakers in order, and know how to pronounce everyone's name.
- MC should help the speakers if they need a prop table (move it for them). If using a microphone (which is required at Regional and Provincial levels only), MC should adjust the microphone height for each speaker.

## PUBLIC SPEAKING RULES

- You **must** use the 4-H Saskatchewan Public Speaking guidelines, which are attached to this handbook. These are used at every level of 4-H Public Speaking.
- **IF THERE IS A MEMBER IN TWO 4-H CLUBS:** The member must present their speech for both clubs. It can be the same speech. The member can only represent one club at competitions beyond club level.

## AFTER THE EVENT!!!

- **You** will then need to contact the District host with your winners' information. Be sure to include: name, club, age group, speech topic, phone, email.
- Pay any outstanding bills
- Send out any thank you cards as necessary
- Make notes to this How-to-Host booklet so you can refer to it next year
- Send any comments / suggestions to improve this How-to Handbook to [southeast@4-h.sk.ca](mailto:southeast@4-h.sk.ca).

*Thank you for hosting  
Club-Level 4-H Public Speaking! 😊*

4-H Saskatchewan

**HOW TO HOST  
CLUB-LEVEL 4-H PUBLIC SPEAKING**

**Appendix**

## **APPENDIX 1 – CLUB 4-H PUBLIC SPEAKING JUDGES’ ORIENTATION**

This Appendix contains the Public Speaking Judges Orientation Notes, plus Final Placings Form. Your Committee Chairperson can deliver the orientation to the judges, by reading through the orientation notes. Each judge should receive a copy of the following:

The following information should be handed out at the Judge’s Orientation:

- 4-H Public Speaking Judges’ Orientation Notes, plus Final Placings Form (**APPENDIX 1**)
- 4-H Public Speaking Guidelines (**APPENDIX 2**)
- 4-H Public Speaking Score Sheet (**APPENDIX 3**)
- 4-H Public Speaking Rubric (**APPENDIX 4**)





4-H Public Speaking

**JUDGES'**

**ORIENTATION**

*This orientation handout is to be photocopied and given to all judges at all levels of 4-H Public Speaking Competitions. This orientation should include: Judges' Orientation Notes; Final Placings Form; Rubric; 4-H Public Speaking Guidelines & Score Sheet.*

## **4-H PUBLIC SPEAKING—JUDGES' ORIENTATION NOTES**

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 alternate from Cloverbud to Junior to Intermediate to Senior, so judges will have plenty of time to write notes and determine scoring after each speaker is completed.
3. Review Agenda for afternoon. There is an intermission halfway through the competition.
4. As per 4-H guidelines, there are three judges per age category. Each group of judges will be sitting at a specific table, as identified by your 4-H committee.
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".
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" from the How to Host Appendix. **This is a scoring guide for judges and should not be shared with members.**
10. As an option to break ties, prior to the start of competition, judges can 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. Speakers have a 30-second leeway over and under the expected speech length. After that, they are deducted 5 points per minute.

14. After speeches, judges should have a private place to deliberate and tally scores. Deliberation usually takes 30—45 minutes. Committee should review where deliberation rooms are for competition.
15. 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”.**
16. Judges at all levels must fill in the ***Final Placings Form***. Committee helpers will collect the *Final Placings Forms* and all score sheets after judging is complete.  
**For District and Regional 4-H Public Speaking**, judges should rank all speakers in each age group. **For Provincial 4-H Public Speaking**, please rank only the top three speakers in each age group.
17. One judge from each 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.  
  
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. Speakers are able to apply judges’ comments to improve their speeches, between speaking levels.
18. The committee may ask one judge per group to present participation certificates. Call up each speaker in your age group, one at a time, so they can receive their certificate. Shake their hand and pause for a picture. You’re going to be in a lot of 4-H Record Books!
19. Your committee will also let you know if you are supposed to announce the top two or three winners. If you are, always announce the First Place winner last!
20. If you have any questions, please contact the 4-H committee chairperson or a 4-H staff member.

**Thank you for being a 4-H Public Speaking Judge!**  
**We hope you enjoy the experience!**

# 4-H PUBLIC SPEAKING—FINAL PLACINGS FORM

## **DISTRICT & REGIONAL JUDGES:**

Please list **all speakers** in the order you have selected, from First to Last. **All ties must be broken by the Judges**, however Honourable Mentions may be announced, provided your Committee approves it (check with them before announcing).

Although prizes will only be given to only the first few speakers, **ALL speakers must be placed, as alternates must be contacted in case the winners cannot advance to the next level of competition.**

## **PROVINCIAL JUDGES:**

Because this is the final level of Public Speaking, you only need to list the **top three speakers** for the Provincial event. **All ties must be broken by the Judges**, however Honourable Mentions may be announced, provided your Committee approves it (check with them before announcing).

**AGE CATEGORY:** \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_

**Thank you!**

## **APPENDIX 2 - 4-H SASKATCHEWAN PUBLIC SPEAKING GUIDELINES**

In the 2018—2019 4-H year, 4-H Saskatchewan is introducing updated 4-H Public Speaking Guidelines. Please do NOT use any old copies of Public Speaking policies, as many rules are changed or reworded. If you are unsure which version to use, check with your Regional 4-H Specialist.

These rules must be used at every level of 4-H Public Speaking, and should be shared with Judges in advance of the competition and/or at the Judges Orientation.

# PP-3 Saskatchewan 4-H Programs and Events

<h2>3.6 Public Speaking Guidelines</h2> <p><i>The following policies will be adhered to at regional and provincial public speaking competitions and are encouraged for use at club and district competitions.</i></p>	Origin / Last Revised:	Next Revision:
	May 2019	May 2021
	References:	

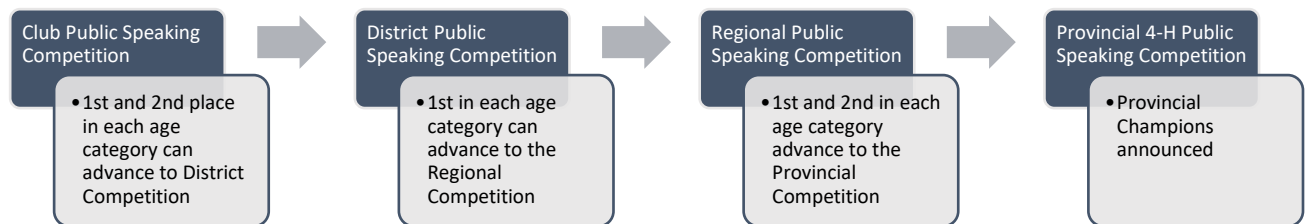
### 3.6.1. Competition Hosts

1. 4-H Public Speaking is a tiered competition where competitors have the opportunity to advance from one level to the next.
2. Public Speaking Hosts are determined as follows:
  - a. District Public Speaking hosts are determined at District Council Meetings. Many Districts utilize a rotation to select a host.
  - b. Regional Public Speaking hosts are determined by a rotation established at the Regional Council Meeting held at AGM. The list is maintained at the Provincial 4-H Office.
  - c. Provincial Public Speaking hosts are determined in a regional rotation created and maintained by the Provincial 4-H Office. The region set to host the Provincial Public Speaking event selects a District to host at their Regional Council Meeting held at AGM in the year preceding the competition.
    - i. 4-H Saskatchewan will provide \$1,000 to the hosting district of Provincial 4-H Public Speaking to aid in facilitating and hosting this opportunity for 4-H members. The District 4-H Council must request this finding in writing. Where one club is responsible for hosting, the District 4-H Council must request the funding and specify it is to be directed to a certain club.
3. Whenever possible, club, district and regional competitions should be regulated to ensure they take place at least seven days prior to the next competition in order to allow the member and the committee time to prepare.

### 3.6.2. Advancing to the next level

1. Top-placed speakers at each level of competition are eligible to advance to the next level of competition as follows:
  - a. **Club to District** - 2 members from each age category advance

- i. Some District Councils only allow one competitor per club. If District Competitions allow only one from each club to advance to Districts then they need to notify the provincial office in writing as soon as possible.
- b. **District to Regional** - 1 member from each age category advance
  - i. Where only one club exists in a District, one member in each age category advances directly to Regionals.
- c. **Regional to Provincial** - 3 members from each age category advance



- d. Speakers should be offered the opportunity to advance based on their placing in the competition (1<sup>st</sup> place, 2<sup>nd</sup> place, 3<sup>rd</sup> place, etc.)
    - i. An alternate should be selected at each level of competition, and will compete, in the event the first and/or second place delegate is unable to, or chooses not to attend the next level of competition.
2. 4-H Saskatchewan provides two-\$300 bursaries to attend the Canadian Young Speakers for Agriculture competition at the Royal Winter Fair in Toronto in November.
- a. Preference will be given to intermediate and senior speakers in order of placing. If the 1<sup>st</sup> place speaker is not able to attend, then the second place will be offered the opportunity.
  - b. If no provincial public speaking competitors are available, then the opportunity will be made available to all intermediate and senior 4-H members, and a selection will take place.

### 3.6.3. 4-H Speeches

#### 3.6.3.A – Topics and Content

1. Each competitor must prepare and present his/her own self-authored speech. (Quotes from previously published sources are allowed.)
2. Topic of the speech is the choice of the speaker. Speeches should be suited to the age level of the member.
23. Speeches can be on any topic and can be researched, entertaining and/or personal stories.
24. The speech may be informative, persuasive, or entertaining.
25. Members may speak on the same topic each year, but a speech should not be used more than once. While a member may speak on the same topic as in previous provincial competition(s), a speech cannot be used more than once.
26. A member must present the same speech used at all previous levels of competition that year.
  - a. Speeches may be modified to reflect judges' remarks, keeping the same topic, basic format and intent of original speech.

27. Slide presentations, published poems, or stories are not considered to be speeches and are not acceptable beyond the club level.
  - b. Clubs that wish to give members the option of using those mediums in lieu of delivering a speech may do so. Members choosing that option cannot advance to any further competition.
28. Each contestant is allowed 30 seconds leeway over or under the defined time limits of the speech:
  - c. Cloverbud - 1-3 minute self-authored speech;
  - d. Junior – 2-4 minute self-authored speech;
  - e. Intermediate - 3-5 minute self-authored speech
  - f. Senior and - 4-8 minute self-authored speech.
29. Speeches that are shorter or longer than the defined time limits and the designated leeway will be docked at a rate of 5 marks per minute, or portion thereof over or under, in the material category of the score card.

### 3.6.3.B – Aids & Props

1. Participants may use props, podium or note cards or any combination thereof without reward or penalty.
30. Note cards may be used.
31. Visual aids (including costumes) are permitted but should not draw attention away from the speech.
32. Members will not be penalized for using catch phrases, using a formal greeting to the audience, introducing themselves or saying thank you at end of their speech.

## 3.6.4. Competition

### 3.6.4.A – Eligibility

1. Public speaking competitions are open to all registered members.
33. Competition will be in 4-H Saskatchewan age categories:
  - Cloverbud                      6 – 8 years of age
  - Junior                              9 – 12 years of age
  - Intermediate                      13 – 15 years of age
  - Senior                              16 – 21 years of age
34. Each member must compete in their appropriate age category or they will be disqualified from the competition.
  - a. Where a member has been placed in the wrong age category and won the competition, the member should compete in the appropriate age category at the next level of competition.
  - b. If, as a result of a member winning in the wrong age category, there are then two winners to represent one category, the public speaking committee at that competition (club/district/regional) should determine a process for selecting a representative to advance to the next level.

35. In the event a member who belongs to more than one club wins more than one competition, that member must decide which club they will represent immediately following the last club competition.

#### 3.6.4.B – Audio and Microphones

1. A microphone must be available at Regional and Provincial Competitions. A microphone may be used at club or district competitions.
  - a. Intermediate and senior competitors must use a microphone at regional and provincial competitions.
  - b. Cloverbud and junior competitors may use the microphone if they so choose.
  - c. Where microphones are used:
    - i. it should be ensured that they are adjustable so all speakers have access
    - ii. all competitors should have an opportunity to practice using the microphone prior to competition.

#### 3.6.4.C – Environment

1. Care should be taken to ensure there will be no disturbances during a speech (cell phones, lunch preparation, etc.).
2. Absolutely no photography or videography should be taken while a speaker is speaking.
  - a. The planning committee can designate a photographer/videographer who is permitted to take photos or videos during the competition. No flash to be used while speaking.
3. Any form of prompting the speaker is prohibited.

### 3.6.5 4-H Saskatchewan Public Speaking Judging Requirements

#### 3.6.5.A – Judging Requirements

1. For Regional and Provincial Public Speaking, there must be 12 judges – three for each of the four age categories.
  - a. Individuals selected for judging at Provincial Public Speaking should have previous experience judging oral competitions.
  - b. Whenever possible, judges should judge only one level of competition per year.
36. Judges must use Saskatchewan 4-H Council judging cards. These can be obtained from the provincial office and will be made available to judges prior to the competition.
37. Judges should receive an orientation prior to the competition. The orientation should include:
  - c. The purpose of 4-H Public Speaking is for members to develop confidence and communication skills, and that while this is competitive, comments should be constructive and positive
  - d. Copy and overview of “The 4-H Public Speaking Policies”



- e. Copy and overview of “The 4-H Public Speaking Scoresheet” and accompanying Explanations & Definitions of Score Card Terms
  - f. Overview of program and timeline for the event
  - g. Any competitor specific or competition specific information that is necessary
38. Judges should be informed of all policies and guidelines that have been given to the members.
39. The emphasis of judge’s comments should be to motivate members to continue their participation in public speaking.
- h. At club, district and regional levels, judge’s comments should be designed to provide encouragement, constructive feedback and/or other techniques or points that will assist the member at the next level of competition.
  - i. Judges are asked to remember that those who are participating in the competition are all young people who are relatively inexperienced.
40. Judges will rank the speakers and break their own ties for first or second placings.
- j. Judges should work independently in scoring speeches.
  - k. After speeches, judges should have a private place to deliberate and tally scores.
41. Judges will give a general comment on speeches prior to announcing the placing.
42. Members should have judging cards, with constructive feedback, returned to them. Raw scores **should not** be returned.
43. Judges should provide comments for each member and justify their first, second and third rankings.

### 3.6.5.B – Explanation & Definitions of Score Card Terms

Can be given to judges prior to the competition for review, with a sample of the score card.

- 1. **Attitude and Personality** – sincere, enthusiastic, natural, and friendly
- 44. **Posture** – erect and comfortable
- 45. **Body** – movement must be moderate, timely, and definite
- 46. **Gestures** – movements of body normal, relaxed, vigorous, definite, timely, and appropriate
- 47. **Audience Contact** – good eye contact and facial expressions
- 48. **Appearance** – neat, conservative, and suitably dressed
- 49. **Voice Elements** – force, rate, pitch, and quality are the voice elements which should be varied for speech emphasis
  - a. Force and Audibility – vary the volume and manner for effective emphasis
  - b. Quality – timbre or tone, colour of the voice, pleasantness
  - c. Pitch – the location of sound on the musical scale should be normal, be varied (not monotonous), and follow the mood of the speaker
  - d. Rate – the speech should correspond to the thought
- 50. **Diction and Enunciation** – clarity of speaking
- 51. **Pause** – punctuates thoughts and gives emphasis, avoid vocalized pauses (e.g. “and”, “uh-uh”)
- 52. **Fluency and Articulation** – voice must be free and easy with the words clear and distinct
- 53. **Grammar** – use correct grammar
- 54. **Use of Notes** – not distracting
- 55. **Choice of Topic** – suitable to contestant and occasion, considering knowledge and interest
- 56. **Subject Matter**

- e. Introduction – brief and appropriate
  - f. Body – consists of main points and supplementary material and must have proper phrasing and arrangement
  - g. Arrangement – sequence of ideas must be logical and parallel
  - h. Phrasing – interesting, accurate, concise, vivid, and motivating
  - i. Illustrations and Humour – used where applicable
  - j. Summary, message, and conclusion – brief and effective
57. **Audience** – overall effect of speech

### 3.6.5.C – Saskatchewan 4-H Score Card

A Public Speaking Score Sheet is shown on the following page.

Speaker: \_\_\_\_\_

**4-H Saskatchewan Public Speaking Scorecard**



After judging is completed:  
Cut along dotted line. Left side with scores is for Judges only. Right side with comments can be given to the participating member.

SPEAKER: \_\_\_\_\_

TOPIC: \_\_\_\_\_

AGE GROUP: \_\_\_\_\_

POINT VALUE	POINTS SCORED	MATERIAL	COMMENTS	POINT VALUE
5		<b>Topic</b> <ul style="list-style-type: none"> <li>Appropriate for the age and maturity of the speaker</li> </ul>		5
5		<b>Introduction</b> <ul style="list-style-type: none"> <li>Effectively identifies subject matter, and captures the attention of the audience</li> </ul>		5
10		<b>Content</b> <ul style="list-style-type: none"> <li>Well Arranged</li> <li>Information is well developed, and supported</li> </ul>		10
10	10			
10		<b>Conclusion</b> <ul style="list-style-type: none"> <li>Effectively summarizes content and gives concluding message</li> </ul>		10
5		<b>Composition</b> <ul style="list-style-type: none"> <li>Appropriate vocabulary level and word choice</li> <li>Clear sentence structure, variety and logical sequencing</li> </ul>		5
5				5
50		<b>SUBTOTAL</b>		50
POINT VALUE	POINTS SCORED	PRESENTATION	COMMENTS	POINT VALUE
10		<b>VOICE</b> <ul style="list-style-type: none"> <li>Relaxed, normal rate of speed, pauses, and correct pronunciation</li> <li>Expression matches with subject matter, and varied for emphasis</li> <li>Audible and clear</li> </ul>		10
10				10
5				5
10		<b>Manner</b> <ul style="list-style-type: none"> <li>Confident attitude, suitable gestures, eye contact and correct use of notes and props</li> <li>Holds audience's attention: enthusiastic about topic</li> <li>Appropriate posture and appearance</li> </ul>		10
10				10
5				5
50		<b>SUBTOTAL</b>		50
100		<b>TOTAL</b>		/100
5/min		Subtract Time Faults: (Note: 30 seconds allowable leeway over and under time)		-5/min
<b>FINAL SCORE</b>		<b>Member's Copy</b>	<b>Time:</b> _____	

## APPENDIX 3 - 4-H SASKATCHEWAN PUBLIC SPEAKING SCORE SHEET

The 4-H Public Speaking Score Sheet has been reformatted, though it is essentially the same marking and criteria as listed in older versions.

You can photocopy the following page, or order copies from the Provincial 4-H Office (306-933-7727) or the South East 4-H Office (306-787-1958).

Please note part of the score sheet needs to be cut off—one half should be returned to the members as indicated. The other sheet should be destroyed. Therefore **bring your scissors to Club speeches!**

Speaker: \_\_\_\_\_

## 4-H Saskatchewan Public Speaking Scorecard



After judging is completed:

Cut along dotted line. Left side with scores is for Judges only. Right side with comments can be given to the participating member.



SPEAKER: \_\_\_\_\_

TOPIC: \_\_\_\_\_

AGE GROUP: \_\_\_\_\_

POINT VALUE	POINTS SCORED	MATERIAL	COMMENTS	POINT VALUE
5		<b>Topic</b> <ul style="list-style-type: none"> <li>Appropriate for the age and maturity of the speaker</li> </ul>		5
5		<b>Introduction</b> <ul style="list-style-type: none"> <li>Effectively identifies subject matter, and captures the attention of the audience</li> </ul>		5
10 10		<b>Content</b> <ul style="list-style-type: none"> <li>Well Arranged</li> <li>Information is well developed, and supported</li> </ul>		10 10
10		<b>Conclusion</b> <ul style="list-style-type: none"> <li>Effectively summarizes content and gives concluding message</li> </ul>		10
5 5		<b>Composition</b> <ul style="list-style-type: none"> <li>Appropriate vocabulary level and word choice</li> <li>Clear sentence structure, variety and logical sequencing</li> </ul>		5 5
50		<b>SUBTOTAL</b>		50
POINT VALUE	POINTS SCORED	PRESENTATION	COMMENTS	POINT VALUE
10 10 5		<b>VOICE</b> <ul style="list-style-type: none"> <li>Relaxed, normal rate of speed, pauses, and correct pronunciation</li> <li>Expression matches with subject matter, and varied for emphasis</li> <li>Audible and clear</li> </ul>		10 10 5
10 10 5		<b>Manner</b> <ul style="list-style-type: none"> <li>Confident attitude, suitable gestures, eye contact and correct use of notes and props</li> <li>Holds audience's attention: enthusiastic about topic</li> <li>Appropriate posture and appearance</li> </ul>		10 10 5
50		<b>SUBTOTAL</b>		50
100		<b>TOTAL</b>		/100
5/min		Subtract Time Faults: (Note: 30 seconds allowable leeway over and under time)		-5/min
<b>FINAL SCORE</b>		<b>Member's Copy</b>	<b>Time:</b> _____	

## **APPENDIX 4 – 4-H SASKATCHEWAN PUBLIC SPEAKING JUDGE’S RUBRIC**

4-H is introducing a Public Speaking Rubric. A rubric is essentially a guide for judges so they have a better idea how to assign scores to speakers. It gives a description of what a speaker may do, and suggests a score range for them. If you have any questions about the Rubric, please ask your Regional 4-H Specialist.

The Rubric is a tool for Public Speaking judges and should not be shared with the speakers.



# 4-H Public Speaking Competition Rubric

## FOR JUDGES' USE ONLY – NOT TO BE GIVEN TO SPEAKERS

SPEAKER: \_\_\_\_\_ TOPIC: \_\_\_\_\_ AGE GROUP: \_\_\_\_\_

### SECTION A: MATERIAL

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Topic	Topic was not appropriate for age / maturity of speaker (too mature/ immature, etc.)	Topic was not appropriate for age / maturity of speaker, but they demonstrated understanding of it	Topic was appropriate for age / maturity of speaker	Topic was appropriate for age / maturity of speaker and member demonstrated keen understanding	/5
	Member was disassociated (not connected to) from topic. Topic was generic or 'picked from a book'	Member was somewhat disassociated from topic. Although it was 'picked from a book', member showed some level of connection or interest	Member was connected with topic.	Member was very well associated and connected with topic and it shows!	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Introduction	Subject matter not effectively identified	Subject matter somewhat identified. Clarification found later in speech	Subject matter effectively identified	Subject matter easily identified and apparent to audience	/5
	Audience's attention is not captured effectively	Audience's attention somewhat captured, though audience's focus waned	Audience's attention captured effectively	Speaker captured audience's attention in an effective and unique way that generated enthusiasm	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Content	Content was not well developed. Member repeated self with little variation	Content was somewhat developed, though several more points could have been added	Content was well developed	Content was well developed and thought-provoking	/20
	Content was not well arranged. Content had multiple focus	Content attempted to be arranged in a specific manner, though had several confusing points of focus	Content was well arranged.	Content arranged well. Effective use of natural builds and falls in content layout	
	Content lacked explanation or supporting material to topic	Content had some supporting material / explanation, though further materials and explanations would have enhanced the speech	Content had supportive materials and explanations	Content had superior amount of relevant explanation and supporting material	
	Content did not support topic efficiently or in an effective manner	Content attempted to support topic, but was too weak or lost focus several times	Content supported topic appropriately	Content supported and demonstrated speaker's passion for / excellent understanding of topic	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Conclusion	Conclusion did not effectively summarize content	Conclusion attempted to summarize content, but haphazardly	Conclusion effectively summarized content	Conclusion summarized content in succinct, interesting way	/10
	Conclusion did not give final message	Conclusion attempted to give final message but it was weak or mostly inconclusive	Conclusion efficiently left audience with final message	Conclusion efficiently left audience with final message, yet wanting to hear more	
	Conclusion was too abrupt; Audience surprised speech was over	Conclusion was short and could have been 'fleshed out' in greater detail	Conclusion seemed an appropriate length	Conclusion was appropriate length, and had a special message that left audience inspired	
	Audience did not know when speech was concluded until member left stage	Audience did not know when speech was over until member said 'thank you' or walked off the stage	Audience had definite idea when speech was over	Speech concluded in effective manner, but with flare / style that left audience inspired / appreciative / wanting more	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
<b>Composition</b>	Vocabulary level / word choice was inappropriate; Slang used that was not appropriate or understood	Vocabulary level mostly inappropriate for speaker, though some wording was well-suited	Vocabulary appropriate for speaker; Good choice in words	Vocabulary level appropriate for speaker; Excellent word choice that enhanced speech significantly	<b>/10</b>
	Sentence structure is poor	Sentence structure mostly poor, with a few decent sentences here and there	Sentence structure is acceptable	Sentence structure is excellent and enhances speech	
	Sentence variety poor. Member use similar phrasing that resulted in too much repetition	Small attempts made to vary sentences	Good use of sentence variation	Excellent use of sentence variation that enhanced speech significantly	
	Sentences not arranged in logical order. Speech tends to “jump around” significantly	Various sentences noticeably “don’t fit” with the rest of the speech	Sentences arranged in logical order	Sentences arranged in logical order that significantly enhanced speech (ie. Builds in narrative, denouement, etc.)	

### SECTION B: PRESENTATION

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
<b>Voice</b>	Voice was not audible or clear due to lack of projection or enunciation, etc.	Voice was somewhat clear or audible. At times member made attempt to be heard, though could have projected / enunciated more effectively	Voice was audible and clear	Voice was very audible and clear with varied pitch and effective use of volume	<b>/25</b>
	Speaker did not speak at a relaxed, normal pace, and did not take pauses	Speaker attempted to speak at relaxed pace and take pauses, but tended to speed up / slow down throughout speech	Speaker spoke at relaxed, normal pace and took appropriate pauses	Speaker spoke at relaxed, normal pace and used pauses and pacing to enhance speech (ie. “Dramatic pause”, etc.)	
	Speaker did not pronounce words correctly	Speaker pronounced most words properly	Speaker pronounced words correctly	Speaker pronounced words correctly, but also explored nuances in word pronunciation, etc. to provoke reaction / get point across, etc.	
	Speaker’s expression did not match the topic; Emphasis not varied (monotone)	Speaker attempted to match expression to topic, however emphasis was not varied so speaker came across as bored / slight monotone.	Speaker’s expression matched the topic; Emphasis on words varied (no monotone)	Speaker’s expression matched the topic; Emphasis on words varied and speaker effectively took risks with voice (varies in pitch, volume, tone, etc.)	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
<b>Manner</b>	Speaker displays noticeable lack of confidence;	Speaker was not overly confident, but made an effort;	Speaker had confident attitude, and suitable gestures	Speaker had confident attitude, Gestures were suitable, genuine and significantly enhanced speech	<b>/25</b>
	Gestures do not match speech / speaker and came across as “wooden”	Speaker attempted to use gestures, though they did not enhance speech			
	Speaker did not make eye contact / only looked at notes;	Speaker attempted to make eye contact but mostly referred to notes.	Speaker made eye contact; Notes referred to on occasion.	Speaker memorized speech / made eye contact quite often / referred to notes very sparingly / did not have notes;	
	Prop detracted from speech (ie. Prop was awkward / not displayed effectively)	Prop added to speech but was awkward / not displayed effectively	Props were easily set up / manageable and suitable for speech	Props were easily set up / manageable and significantly enhanced speech	
	Speaker did not hold audience’s attention. Speaker was not enthusiastic about topic	Speaker held audience’s attention at times. Speaker was somewhat enthusiastic about topic	Holds audience’s attention and is enthusiastic about topic	Speaker significantly held audience’s attention (audience was captivated) Speaker was very enthusiastic about the topic and it was contagious	
Speaker’s posture and appearance significantly detracted from speech	Speaker’s posture and appearance somewhat detracted from speech	Speaker demonstrated appropriate posture and appearance	Speaker demonstrated appropriate posture; Appearance significantly enhanced speech (ie. Use of costume, etc.)		



## APPENDIX 5 – CLUB 4-H PUBLIC SPEAKING PROGRAM

A program can be a physical piece of paper that you hand out to the public at the beginning of your event. It can also be the agenda that you follow for the day. Here is a suggested agenda to follow for the day. Consider including this information in your paper program too!

- Introduction & Welcome
- 4-H Pledge
- Introduction of Judges
- Review of time limits / age group for members
- Speeches
- Judge's Deliberation / Snack Break
- Judge's Remarks
- Thank Sponsors, Volunteers & Judges
- Announce winners
- Announce where District 4-H Public Speaking is being held
- Thank everyone for coming

## THANK YOU TO OUR SPONSORS!

### GOLD SPONSORS

Fillmore Groceries  
District #44 4-H Council

### SILVER SPONSORS

Fillmore Senior Centre  
Fillmore Farms Ltd.

### BRONZE SPONSORS

Fillmore Ag Office  
Olive Owens

## COMMITTEE MEMBERS

Joan Calder, Committee Chairperson  
Fillmore 4-H Homecraft Club

## 2019 DISTRICT #44 4-H PUBLIC SPEAKING

The top two winners from each age category advance to the District #44 4-H Public Speaking Competition. If you cannot attend, please let us know so we can contact an alternate to go in your place.

### District #44 4-H Public Speaking

Sunday February 20, 2021

Weyburn School Library, Weyburn SK, 1:00 p.m.  
Call Glenda at 555-555-5555 for more information.

# Fillmore 4-H Homecraft Club Public Speaking

Fillmore 4-H  
Homecraft Club



CANADA  
4-H Saskatchewan

Sunday February 6, 2021  
Fillmore, Saskatchewan

# Fillmore 4-H Homecraft Club Speakers

CB—Cloverbud (6-8 yrs): 1-3 min. speech

JR—Junior (9-12 yrs): 2-4 min.

INT—Intermediate (13-15 yrs): 3-5 min.

SR—Senior (16-21 yrs): 4-8 min.

All speeches must be self-authored.

CB: **Kiera Smith**  
Outsiders 4-H Beef Club

JR: **Eugene Wall**  
"Oh Brother"

INT: **Corinna Keller**  
"Dealing with Youth Violence"

SR: **Talia Johnston**  
"Saskatchewan Dialects"

CB: **Peter Hanson**  
"My Tree House"

JR: **Michael Horton**  
"Klutz"

INT: **Melanie Horton**  
"The Worst Epidemic"

SR: **Trenna Johnston**  
"Hopkins"

CB: **Jayden Allan**  
"My Part in a Play"

JR: **Teddi Wilson**  
"Sandra Schmirler"

INT: **Michaela Hamilton**  
"Hockey Hiccup"

SR: **Charla Smith**  
"Small Town Saskatchewan"

CB: **Alex Wall**  
"Summer Storm"

JR: **Jenna Keller**  
"My Trip to Yellowstone"

INT : **Keith Wilson**  
"My Uncle Tryg"

SR: **Savannah Hamilton**  
"Ode To a Farmer"

# APPENDIX 6 - DISTRICT 4-H SPEAKER REGISTRATION FORM

**4-H CLUBS:** Please complete this form and send it to the District 4-H Public Speaking contact person, listed below. **Before sending, you must confirm that your speakers can attend.** If they cannot, you must find an alternate and pass on their information. Clubs can send two speakers from each age group to District Public Speaking.

**CLUB:** \_\_\_\_\_ **CONTACT NAME & #:** \_\_\_\_\_

## **CLOVERBUD**

**WINNER #1:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

**WINNER #2:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

## **JUNIOR**

**WINNER #1:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

**WINNER #2:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

## **INTERMEDIATE**

**WINNER #1:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

**WINNER #2:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

## **SENIOR**

**WINNER #1:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

**WINNER #2:** \_\_\_\_\_ District Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Club: \_\_\_\_\_

Speech Title: \_\_\_\_\_

## **PLEASE SEND THIS FORM TO:**

District Public Speaking Committee Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**DEADLINE TO SEND FORM IN:** \_\_\_\_\_ !

## APPENDIX 7 - 4-H LOGO USAGE INFORMATION

Your 4-H Club should have its own logo to use on any letters, posters, awards, programs, etc., that are created. Your club must use the proper 4-H logo, as outlined in the attached logo usage information pages.

Your club can create its own logo at <https://4-h-canada.ca/brand-app>

If you have any questions regarding your club's logo, contact your Regional 4-H Specialist for more information.

Fillmore 4-H  
Homecraft Club



**CANADA**  
4-H Saskatchewan



CANADA  
4-H Saskatchewan

# 4-H Saskatchewan Logo Guidelines

## Logo Guidelines

Remember, the 4-H logo is a copyrighted brand identity, so be sure to always follow the branding guidelines. It's the same as using other companies logos. Would you change the McDonald's logo for your own purposes?

Clubs, districts and regions should be creating their own logo, using the 4-H Canada Logo Generator, which can be found at <https://4-h-canada.ca/brand-app>

This generator will provide people with a green, black and white logo in a variety of different formats. The 4-H logo should be reproduced in green whenever possible. Do not change the colour of the logo – it can only be produced in 4-H green, white or black. The 4-H logo must also be surrounded by a minimum clear space, with no text or graphics entering into the space. This space should be about the size of the H in the logo around the outside.

Your localized logo must be used on all publications and information that relate to your event, such as programs, letters, placemats, medals, trophies and press releases. It is important to showcase your specific club so that it is clear what part of 4-H Saskatchewan you represent.

For example, if your club or district is fundraising, you would want the funds to come to your club or district not to the 4-H Provincial office. As such your specific district logo and contact information should be on the information you send out. Your Regional 4-H Specialist can assist you with any further inquiries you may have.

## Logo Examples

When putting on a 4-H event, you must use the proper logo. If you are putting the event on as part of your club or district, use the logo generator to create what you need.

You cannot use the 4-H Canada or 4-H Saskatchewan logos without permission from the national or provincial office. Also, make sure you are not using the American 4-H logo. It is a clover with a stem and no words with it. These are only for those organizations to use.



# Using The Logo For Events and Posters

There are also guidelines to follow when making posters, brochures, programs and other printed material. The logo must be separate from clipart and images.



Only 4-H clubs and districts can create their own logo. There should not be logos created for specific events, such as Regional Shows. If you are running a 4-H Saskatchewan event, such as a Regional Show, contact the Provincial 4-H Office to learn about event sanctioning! If you get your event sanctioned by the office, you will be provided with a logo to use for your event.



## XYZ Regional Show

July 5, 2018  
XYZ Fair Grounds  
9 a.m. to 5 p.m.



DO NOT change the colour, stretch, rotate, change proportions, rearrange or remove elements of the logo or use effects on the logo, such as glow and shadow. Also, make sure the logo is large enough so you can easily read the font.



# Using The 4-H Name

It is also important to note that the the 4-H wordmark (4-H) is protected under the Trademarks Act. You must always put a dash in between the 4 and H. Also, sponsors cannot use the 4-H wordmark without permission for the provincial or national 4-H offices. Sponsors of your club cannot advertise themselves as “Proud 4-H Supporter” but could say “Proud to support the XYZ 4-H Club.”

## Still have questions?

The 4-H Saskatchewan staff can help answer any logo questions you may have, from working with a designer to create your 4-H club clothes, to whether or not a sponsor can use your 4-H logo. Call the 4-H office at 306-933-7727 or email at [communications@4-h.sk.ca](mailto:communications@4-h.sk.ca)

For more details about how to use the logo, colours and fonts, check out 4-H Canada’s Visual Identity Guide at <https://bit.ly/2sHaU2M>. The 4-H Canada’s Club Logo Generator is for the use of 4-H entities: clubs, districts, regions, councils and foundations. The identifier line above the logo is for the names of those entities, and is not to be used for any other purposes.

## **APPENDIX 8 - GENERIC AREA 4-H PUBLIC SPEAKING CERTIFICATE**

A simple and inexpensive way to congratulate members for taking part at the Club 4-H Public Speaking competition is to give them a certificate. Certificates can be downloaded from the 4-H website, or made up on your very own computer using certificate paper or cardstock.

The following is a Generic Club 4-H Public Speaking Certificate. Consider printing this out on cardstock and using it for competitors at your event. Or, if you're going to making up your own certificates, use the same information listed here!



# Certificate of Participation

This certificate confirms that

\_\_\_\_\_

Has successfully participated in

## Club-Level Public Speaking

Fillmore 4-H  
Homecraft Club



**CANADA**  
4-H Saskatchewan

On \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, SK.

\_\_\_\_\_  
*Club-Level 4-H Public Speaking Judge*

## APPENDIX 9 - FINAL PLACINGS FORM FOR JUDGES - with extra members

If you have more speakers than what is included in APPENDIX 1 with the Judges' Orientation Notes, you can use this alternate extra-member form. Judges are asked to please list all the speakers in the order you have selected. **All ties must be broken by the Judges.** All speakers must be placed, as alternates must be contacted in the event that the winners cannot advance to the next level of competition.

**AGE CATEGORY:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
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19. \_\_\_\_\_
20. \_\_\_\_\_