4-H PUBLIC SPEAKING—JUDGES' ORIENTATION

*This orientation handout is to be photocopied and given to all judges at each level of **4-H Public Speaking Competitions**, and accompanied by a copy of the **Saskatchewan 4-H Public Speaking Guidelines & Score Sheet** and the **4-H Public Speaking Rubric**. Each group of judges will also receive one **Judge's Final Results** form to fill in and submit to the committee.*

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. **<u>This is a scoring guide for judges and should not be shared with members</u>.**
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 **<u>not</u>** 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. **<u>Members do not receive the "raw scores"</u>**.

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, please only 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.

18. 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.

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.

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.

4-H PUBLIC SPEAKING—FINAL PLACINGS FORM

DISTRICT & REGIONAL JUDGES:

Please list **all the speakers** in the order you have selected, from First to Tenth. All ties must be broken by the Judges, though you may be able to have an Honourable Mention (please check with the organizing committee about this). 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:

Please list only the **top three speakers** for the Provincial event. All ties must be broken by the Judges, though you may be able to have an Honourable Mention (please check with the organizing committee about this).

AGE CATEGORY: _____

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

Thank you!

4-H Public Speaking Competition Rubric

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

CANADA
4-H Saskatchewan

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	Topic is not appropriate for age / maturity of speaker, but they demonstrate understanding of it	Topic is appropriate for age / maturity of speaker	Topic is appropriate for age / maturity of speaker and member demonstrates keen understanding	**/5**
	Member is disassociated (not connected to) from topic. Topic is generic or 'picked from a book'	Member is somewhat disassociated from topic. Although it was 'picked from a book', member shows some level of connection or interest	Member is connected with topic.	Member is 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'	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
Composition	Vocabulary level / word choice was inappropriate for speaker	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	**/10**
	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
Voice	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	**/25**
	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
Manner	Speaker displays noticeable lack of confidence; Gestures do not match speech / speaker came across as "wooden"	Speaker was not overly confident, but made an effort; Speaker attempted to use gestures, though they did not enhance speech	Speaker had confident attitude, and suitable gestures	Speaker had confident attitude, Gestures were suitable and significantly enhanced speech	**/25**
	Speaker did not make eye contact / only looked at notes; Prop detracted from speech (ie. Prop was awkward / not displayed effectively)	Speaker attempted to make eye contact but mostly referred to notes. Prop added to speech but was awkward / not displayed effectively	Speaker made eye contact; Notes referred to on occasion. Props were easily set up / manageable and suitable for speech	Speaker memorized speech / made eye contact quite often / referred to notes *very* sparingly / did not have notes; 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.)	

SECTION A TOTAL: ____ + SECTION B TOTAL: ____ - TIME FAULTS (-5 pts / min): ____ = TOTAL SCORE: _____

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.

4-H Saskatchewan Public Speaking Scorecard

SPEAKER: _____

TOPIC: _____

AGE GROUP: _____

CANADA
4-H Saskatchewan

POINT VALUE	POINTS SCORED	MATERIAL	COMMENTS	POINT VALUE
5		**Topic** • Appropriate for the age and maturity of the speaker		5
5		**Introduction** • Effectively identifies subject matter, and captures the attention of the audience		5
10 10		**Content** • Well Arranged • Information is well developed, and supported		10 10
10		**Conclusion** • Effectively summarizes content and gives concluding message		10
5 5		**Composition** • Appropriate vocabulary level and word choice • Clear sentence structure, variety and logical sequencing		5 5
50		**SUBTOTAL**		50
POINT VALUE	**POINTS SCORED**	**PRESENTATION**	**COMMENTS**	**POINT VALUE**
10 10 5		**VOICE** • Relaxed, normal rate of speed, pauses, and correct pronunciation • Expression matches with subject matter, and varied for emphasis • Audible and clear		10 10 5
10 10 5		**Manner** • Confident attitude, suitable gestures, eye contact and correct use of notes and props • Holds audience's attention: enthusiastic about topic • Appropriate posture and appearance		10 10 5
50		**SUBTOTAL**		50
100		**TOTAL**		/100
5/min		Subtract Time Faults: (Note: 30 seconds allowable leeway over and under time)		-5/min
FINAL SCORE		**Member's Copy**	**Time:** _____	

PP-3 Saskatchewan 4-H Programs and Events

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

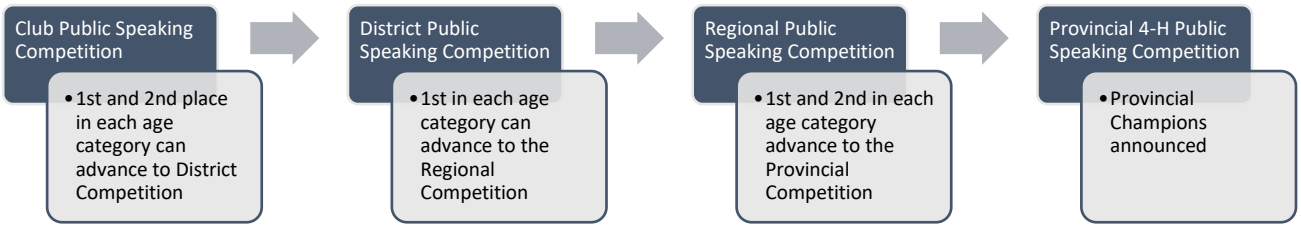
1. Top-placed speakers at each level of competition are eligible to advance to the next level of competition as follows:
    a. **Club to District** - 2 members from each age category advance

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** - 2 members from each age category advance



d. Speakers should be offered the opportunity to advance based on their placing in the competition (1st place, 2nd place, 3rd 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 1st 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.
3. Speeches can be on any topic and can be researched, entertaining and/or personal stories.
4. The speech may be informative, persuasive, or entertaining.
5. 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.
6. 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.

7. Slide presentations, published poems, or stories are not considered to be speeches and are not acceptable beyond the club level.
    a. 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.
8. Each contestant is allowed 30 seconds leeway over or under the defined time limits of the speech:
    a. Cloverbud - 1-3 minute self-authored speech;
    b. Junior – 2-4 minute self-authored speech;
    c. Intermediate - 3-5 minute self-authored speech
    d. Senior and - 4-8 minute self-authored speech.
9. 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.
2. Note cards may be used.
3. Visual aids (including costumes) are permitted but should not draw attention away from the speech.
4. 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.
2. 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
3. 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.

4. 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.
2. 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.
3. Judges should receive an orientation prior to the competition. The orientation should include:
    a. 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
    b. Copy and overview of "The 4-H Public Speaking Policies"

    c. Copy and overview of "The 4-H Public Speaking Scoresheet" and accompanying Explanations & Definitions of Score Card Terms
    d. Overview of program and timeline for the event
    e. Any competitor specific or competition specific information that is necessary
4. Judges should be informed of all policies and guidelines that have been given to the members.
5. The emphasis of judge's comments should be to motivate members to continue their participation in public speaking.
    a. 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.
    b. Judges are asked to remember that those who are participating in the competition are all young people who are relatively inexperienced.
6. Judges will rank the speakers and break their own ties for first or second placings.
    a. Judges should work independently in scoring speeches.
    b. After speeches, judges should have a private place to deliberate and tally scores.
7. Judges will give a general comment on speeches prior to announcing the placing.
8. Members should have judging cards, with constructive feedback, returned to them. Raw scores **should not** be returned.
9. 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
2. **Posture** – erect and comfortable
3. **Body** – movement must be moderate, timely, and definite
4. **Gestures –** movements of body normal, relaxed, vigorous, definite, timely, and appropriate
5. **Audience Contact** – good eye contact and facial expressions
6. **Appearance –** neat, conservative, and suitably dressed
7. **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
8. **Diction and Enunciation –** clarity of speaking
9. **Pause** – punctuates thoughts and gives emphasis, avoid vocalized pauses (e.g. "and", "uh-uh")
10. **Fluency and Articulation** – voice must be free and easy with the words clear and distinct
11. **Grammar** – use correct grammar
12. **Use of Notes** – not distracting
13. **Choice of Topic –** suitable to contestant and occasion, considering knowledge and interest
14. **Subject Matter**

a. Introduction – brief and appropriate
b. Body – consists of main points and supplementary material and must have proper phrasing and arrangement
c. Arrangement – sequence of ideas must be logical and parallel
d. Phrasing – interesting, accurate, concise, vivid, and motivating
e. Illustrations and Humour – used where applicable
f. Summary, message, and conclusion – brief and effective

15. **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: _____

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.

4-H Saskatchewan Public Speaking Scorecard

SPEAKER: _____

TOPIC: _____

AGE GROUP: _____

CANADA
4-H Saskatchewan

POINT VALUE	POINTS SCORED	MATERIAL	COMMENTS	POINT VALUE
5		**Topic** • Appropriate for the age and maturity of the speaker		5
5		**Introduction** • Effectively identifies subject matter, and captures the attention of the audience		5
10 10		**Content** • Well Arranged • Information is well developed, and supported		10 10
10		**Conclusion** • Effectively summarizes content and gives concluding message		10
5 5		**Composition** • Appropriate vocabulary level and word choice • Clear sentence structure, variety and logical sequencing		5 5
50		**SUBTOTAL**		50
POINT VALUE	**POINTS SCORED**	**PRESENTATION**	**COMMENTS**	**POINT VALUE**
10 10 5		**VOICE** • Relaxed, normal rate of speed, pauses, and correct pronunciation • Expression matches with subject matter, and varied for emphasis • Audible and clear		10 10 5
10 10 5		**Manner** • Confident attitude, suitable gestures, eye contact and correct use of notes and props • Holds audience's attention: enthusiastic about topic • Appropriate posture and appearance		10 10 5
50		**SUBTOTAL**		50
100		**TOTAL**		/100
5/min		Subtract Time Faults: (Note: 30 seconds allowable leeway over and under time)		-5/min
FINAL SCORE		**Member's Copy**	**Time:** _____	