

# 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 2018	May 2019
	References:	

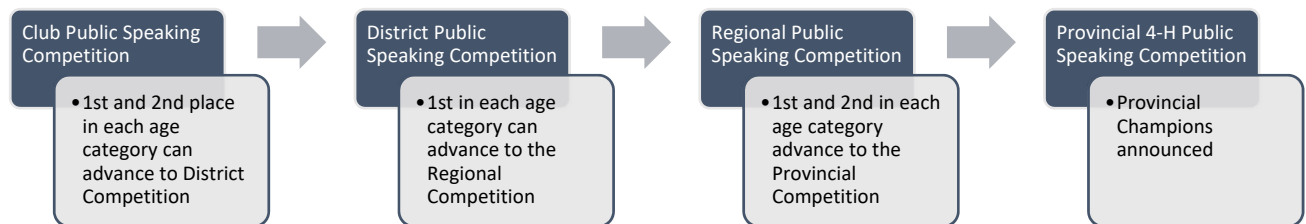
### 3.6.1. Competition Hosts

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 (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.
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.
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.
  - c. ~~Option to break ties if more than one judge of age group. Prior to start of competition, judges to choose the highest score from either the material section or the presentation section score from the score card to determine the winner.~~
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: \_\_\_\_\_

### 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		
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> _____	