

## Speech Judging – Time Outline

<b>Time Limit</b> (12 minutes)	<b>Procedure</b>
1 ½ minutes	<p><b>The student is welcomed to the Zoom breakout room by Head Judge. Head Judge confirms student can be heard/seen clearly and student can see/hear judges and timer. (See Head Judge Sample Script)</b></p> <ul style="list-style-type: none"> <li>• Head Judge <i>briefly</i> introduces judges and timer.</li> <li>• Student’s ID# should be included in their screenname, but if it is not, Head Judge asks student to state their name and student number to confirm student’s identity.</li> <li>• Timer will read prepared speech instructions:  <i>You will first present your prepared speech, which must be at least 3½ minutes but no more than 4 minutes long. When 3 minutes have gone by and 1 minute is remaining, I will hold up the GREEN card (timer holds up card to demonstrate). When 3 minutes and 30 seconds have gone by and 30 seconds are remaining, I will hold up the YELLOW card (timer holds up card to demonstrate). At 4 minutes, I will hold up the RED card (timer holds up card to demonstrate). To avoid a timing penalty, you need to reach the yellow card, but not go past the red card. Timing will begin with your first spoken word. Please begin.</i></li> </ul>
4 minutes	<p><b>The student delivers the Prepared Speech.</b></p>
1 minute	<ul style="list-style-type: none"> <li>• Head Judge thanks the student for their Prepared Speech.</li> <li>• Timer will read impromptu speech instructions:  <i>Your impromptu speech must be at least 1½ minutes but no more than 2 minutes long. When 1 minute has gone by and 1 minute is remaining, I will hold up the GREEN card (timer holds up card to demonstrate). When 90 seconds have gone by and 30 seconds are remaining, I will hold up the YELLOW card (timer holds up card to demonstrate). At 2 minutes, I will hold up the RED card (timer holds up card to demonstrate). To avoid a timing penalty, you must reach the yellow card, but not go past the red card. Timing begins with your first spoken word.</i></li> </ul> <p style="text-align: center;"><i>In a moment, I will share a screen that will show you the three possible topics for your impromptu speech. I will confirm that you can see this screen and once you confirm, I will immediately begin timing for 1 minute. During this 1 minute, you must select one of the topics and prepare your impromptu speech. You may compose and use note cards if you wish, but you are not permitted to use any outside materials such as an online search engine, book, etc.</i></p> <ul style="list-style-type: none"> <li>• Timer will screenshare prompts, confirm student sees them, and begin timing 1-minute prep time.</li> </ul>
1 minute	<p><b>The student prepares for the Impromptu Speech.</b></p> <ul style="list-style-type: none"> <li>• The timer “times” the 1-minute preparation period.</li> <li>• <i>NOTE: During the student’s 1-minute preparation time, judges may start scoring the prepared speech. This is the only time judges should be actively scoring while the student is present in the Zoom breakout room; at all other times judges’ attention should be on the student.</i></li> <li>• After 1 minute has elapsed, the timer will call “Time is up!” and will ask the student to indicate which of the three possible topics they selected and begin their impromptu speech. Timer will begin timing impromptu when student begins their speech.</li> </ul>
2 minutes	<p><b>The student delivers the Impromptu Speech.</b></p>
30 seconds	<ul style="list-style-type: none"> <li>• Head Judge thanks student, briefly wishes them well, and asks them to exit out of Zoom.</li> </ul>
2 minutes	<ul style="list-style-type: none"> <li>• Once the student has exited, the timer indicates to the judges whether the student’s speeches had “No Penalty,” “Penalty on Prepared,” “Penalty on Impromptu,” or “Penalty on Both Speeches.” All three judges’ Speech Evaluation Forms must be marked accordingly.</li> <li>• Judges complete their scoring of the Speech Evaluation Form.</li> <li>• Judges must click “Submit” to finalize their scores.</li> <li>• Judges then click “Submit another response” to bring up a scoring form for the next student.</li> <li>• Judges score independently and do not discuss their scores with their fellow judges.</li> <li>• After scoring is complete, head judge will greet the next student, and process repeats.</li> <li>• If next student enters Zoom before judges are ready, Timer will greet student and explain that judges are scoring previous student and will be ready momentarily.</li> </ul>