

Speech Judging Session – Time Outline

Time Limit (10 minutes)	Procedure
35 seconds	The students are welcomed into the judging room by head judge or designee. • Head judge has judges <i>briefly</i> introduce themselves by name. • Head judge may ask each student to announce their name and student number if they are not clearly visible on their nametag when called forward. • Head judge cues Timer to give the following instructions for the Prepared Speech: <i>Remember: A prepared speech is “in time” if you speak between 3 ½ and 4 minutes. After you have spoken for three minutes, I will hold up the “1” minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 3 ½ minutes, I will hold up the “30” second card, (show the student the card) meaning you have spoken 3 ½ minutes and still have 30 seconds left. After you have spoken 4 minutes, I will hold up the “0” card, (show the student the card) meaning time is up. You must stop your presentation immediately.</i> • Head judge tells student they may begin their Prepared Speech.
4 minutes	The student delivers the Prepared Speech.
20 seconds	• Head judge thanks the student for their Prepared Speech. • Head judge will read the script of instructions to the student for the impromptu speech. <u>If student requests the timing card information again</u>, the timer will read the script of timing instructions for impromptu: <i>Remember: An impromptu speech is “in time” if you speak between 1½ and 2 minutes. After you have spoken for one minute, I will hold up the “1” minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 1 ½ minutes, I will hold up the “30” second card, (show the student the card) meaning you have spoken 1 ½ minutes and still have 30 seconds left. After you have spoken 2 minutes, I will hold up the “0” card, (show the student the card) meaning time is up. You must stop your presentation immediately.</i> • Head judge instructs student to begin impromptu preparation. After the student turns over the impromptu topic card, Timer must begin timing of one-minute prep time.
1 minute	The student prepares for the Impromptu Speech. • The timer “times” the 1-minute preparation period. • <i>NOTE: During the student’s 1-minute preparation time, judges may start scoring the prepared speech. This is the only time judges should work on scoring while a student is in front of them; at all other times their attention should be on the student.</i> • Following 1 minute, the timer will call “Time.” Head judge will ask student to indicate which topic they selected and then will instruct student to begin their impromptu speech. Timer must begin timing impromptu when student begins their speech.
2 minutes	The student delivers the Impromptu Speech.
5 seconds	• Judging panel briefly wishes the student well and asks them to return to their seat.
2 minutes	• Timer quietly 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’ online Speech Evaluation Forms must be marked accordingly. • Judges complete scoring of Speech Evaluation Form, marking all 10 areas for evaluation. • Once the form has been completed and submitted, judges should click the “Submit another response” button to bring up a new form for the next student.