

Policy Manual Pages for Clubs

# Effective Speaking Contest

## Concours Oratoire



Lions Clubs International

Multiple District “A”

## **Introduction for the Club Chairman**

The “Effective Speaking Club Chairman” is an integral part of the over-all program. This Lion is the contact person for the District Chairman. The Club President shall appoint that individual.

When the flyers come out in October, it gives the date for the MD “A” contest for that year. This is the time for the club chairman to go to the local schools with the flyers and present the program to the secondary school English/French departments and the Grade Eight English/French teacher/s.

We cover grades 6-12 in Elementary and Secondary Schools in English and French. Help is available through the “Rules and Regulations” booklet which each club already has on file. The District Chairman has extra books.

If there are lots of students who are interested, the club may wish to conduct its own contest. These winners will move on to the Regional Competition. If any student wins, he/she should have support from the club to move on to the District Contest and accompany that speaker to any future contests, if possible. It is the responsibility of this Chair to contact the District Chair with the names of the students who will be coming to the competition.

Everyone is invited to attend any competition and hear these enjoyable speeches. What a wonderful program for our clubs to sponsor!

INFORMATION SHEET FOR CLUB CHAIR

TO: Club Effective Speaking Chair:

I would like to take this opportunity to congratulate you on your appointment to Chair this very important Club project. Please find enclosed the following information:

Judges' Scoring Sheet-separate	Registration Form
Timers' Scoring Sheets	Judges Standard of Evaluation
Rules & Regulations	Various Information Sheets
Rules for Briefing Judges-separate	Tellers' Record Sheet
Rules for Briefing Speaker-separate	Job Description Sheets

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CLUB CONTESTS

1. Read the Rules and Regulations of the M.D. "A" Effective Speaking Contest.
2. Arrange a date and time with your President to hold your Club's Effective Speaking Contest.
3. Contact your schools for contestants early in the Lions year and make copies of The Contest Rules & Regulations available to them.
4. Arrange to have your Club Contest over no later than February 15<sup>th</sup> and send the Contest results to your District Chair.
5. Encourage both English and French Speaking Contestants to enter the Contest.
6. Arrange for three people to judge the contest (Junior, Intermediate, Senior English, Junior, Intermediate and Senior French).
7. Rules & Regulations, Judges Standard of Evaluation and Score Sheets should be sent out to the Judges 5 or 4 days in advance (or earlier) of your Club Contest.
8. Encourage Contestants families, friends, Lions and spouses to attend the Contest to hear the speakers. Speakers perform better before an audience.
9. Prepared & Impromptu Speeches have time limits (see Rules & Regulations).
10. The District Chairs will advise of the dates for the Zone, Region, District and MD "A" Contests.
11. No entry fee will be charged for speakers at the Zone, Region, District or MD "A" levels. Club donations are requested.

AWARDS FOR CONTESTANTS

CLUBS	Contest Winner \$	All others \$
ZONE	Contest Winner \$	All others \$
REGION	Contest Winner \$	All others \$
DISTRICT	Contest Winner \$	All others \$
MD "A"	1 <sup>st</sup> Prize	Plus Keeper Trophy \$
	2 <sup>nd</sup> Prize	Plus Keeper Trophy \$
	3 <sup>rd</sup> Prize	Plus Keeper Trophy \$

- NOTE: - Prizes should be awarded to the winners in each division within each category at the Club, Zone, Region, District and MD "A" levels.
- Your District Chair is available to assist you with your Club competition. Don't hesitate to call on him/her for information.

## EFFECTIVE SPEAKING CONTEST MULTIPLE DISTRICT "A" CONCOURS ORATOIRE

### REQUIREMENTS TO SPONSOR ZONE, REGION, DISTRICT OR MD "A" CONTESTS

CONTEST:            ZONE        REGION        DISTRICT        MDA       

The Lions Clubs may use the following criteria to help with sponsoring a Region, District or MD "A" Effective Speaking Contest.

#### MD "A" Contest

- Hotel or motel to accommodate all contestants and guests in one location. (70-80 rooms may be used as a guide).
- Hall or School (Secondary preferred) with a minimum of 6 rooms plus cafeteria and/or foyer
- Rooms should be able to hold 20-30 people
- Require minimum of 30 Judges, 15 English category and 15 French category.
- Provide gifts for Judges (approx. \$ 20- \$ 25 each)
- Judges cannot be a member of a Lions or Lioness Club.
- Provide light luncheon for all participants.
- Provide centre to hold Banquet and final competition. Banquet facilities should be suitable for 220-230 people, and minimizing the outside interference and noise to provide a quiet environment for the speakers.
- Provide a separate room for Impromptu Speech preparation after the Banquet.
- Provide a facility to accommodate Sunday morning meeting of committee. (approx. 20-30 people)
- Provide a Hospitality Room on both the Friday and Saturday for the Contestants, families Lions and guests.
- Some form of tour or entertainment may be provided for Lions partners and guests on the Sunday morning during the committee business meeting.

#### District Contest

- Hall or School (Secondary preferred) with a minimum of 5 rooms plus cafeteria and/or foyer
- Rooms should be able to hold 20-30 people
- Require minimum of 15 Judges for English Category
- Require minimum of 15 Judges for French Category (if applicable)
- Provide light luncheon for all participants.
- Provide gifts for Judges (approx. \$10-15 ea.)
- 29 Lions to act as :Room Chair (6) Door Security(6) Timers (6)
- Escorts (6) Tellers(3) Holding Room (1) Impromptu Room (1) Registration (2)
- Judges cannot be a member of a Lions or Lioness Club of the District in which the Contest is being held.

#### Zone/Region Contest

- A large room able to accommodate 100 people
- Provide a separate room for Impromptu Speech preparation
- Require minimum of 3 Judges for English Category
- Require minimum of 3 Judges for French Category (if applicable)
- Provide gifts for Judges (approx. \$10-15 ea.)
- Lions to act as Room Chair (1) Door Security (2) Tellers (2)
- Timers (1) Escorts (2) Registration (1)
- Judges cannot be a member of a Lions or Lioness Club of the Region in which the Contest is being held.

## EFFECTIVE SPEAKING CONTEST    MULTIPLE DISTRICT “A”    CONCOURS ORATOIRE

## ANNOUNCEMENT OF SPEAK OFF DATES

## DATES DES FINALES DU CONCOURS ORATOIRE

TO: Effective Speaking Chair of  
AU: President du Concours Oratoire du Club \_\_\_\_\_

Speak-Off of Region \_\_\_\_\_ will be held at: \_\_\_\_\_  
Finale de la Région \_\_\_\_\_ aura lieu a: \_\_\_\_\_ (Town or City / Ville ou Cite)

ON: \_\_\_\_\_ AT: \_\_\_\_\_ a.m./p.m.  
LE: \_\_\_\_\_ A: \_\_\_\_\_ (Heure)  
(Day/Month/Year) (Jour/Mois/Annee)

LOCATION \_\_\_\_\_  
(Name of building / Street) (Nom de la bâtisse / Rue)

Speak-Off of District \_\_\_\_\_ will be held at: \_\_\_\_\_  
Finale de la District \_\_\_\_\_ aura lieu a: \_\_\_\_\_ (Town or Cite / Ville ou Cite)

ON: \_\_\_\_\_ AT: \_\_\_\_\_ a.m./p.m.  
LE: (Day/Month/Year) (Jour/Mois/Annee) (Heure)

LOCATION \_\_\_\_\_  
(Name of building / Street) (Nom de la bâtisse / Rue)

<u>M.D. "A"</u>	<p>The Effective Speaking Final Contest is always held the First weekend in May in each year.</p> <p>Les Finales du Concours Oratoire ont toujours lieu le premier samedi de mai de chaque année.</p>
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**IMPORTANT**

Speakers - Supervisors - Judges - Tellers - Timers - All Officials

Must be at NO LATER THAN a.m. /p.m. Les

Orateurs - Les Surveillants - Les Pointeurs - Les Minuteurs et Autres

Officiels doivent être a:	pas plus tard que	Heure
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All the above Officials will be briefed by the District Chair.

Tous les Officiels ci-dessus recevront leurs instructions du Président.

Clubs sponsoring Contestants are responsible for cost of transportation to place of Speak-Off.

Les Club présentant des concurrent ou concurrentes seront responsables de leur transport au site de la finale et de leur retour.

Speak-off Dates should be arranged well in advance so as to allow the Speakers time to make the necessary arrangements to attend the competition.

Orateurs ne prennent pas d'autre engagement. Il serait sage d'utiliser le Bulletin du Gouverneur pour informer les Lions de cet important projet du District.

District A-**Registration Form for Speakers - Formulaire D'enregistrement**

CONTEST: CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

.....

Jr. English \_\_\_\_\_ Jr. French \_\_\_\_\_ Int. English \_\_\_\_\_ Int. French \_\_\_\_\_ Sr. English \_\_\_\_\_ Sr. French \_\_\_\_\_

(Indicate by an X)

(Indiquer par un X)

Speaker's Number	Speaker's Name	Speaker's School	Sponsoring Club
Numero de L'Orateur	Nom de l'orateur	Ecole de l'orateur	Club Parrain

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registration Chair

Annex 005

ORATOIRE

PEOPLE INVOLVED IN SPEAK-OFF

(Please fill in names of people involved in Speak-Off.)

ENGLISH JUDGES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

FRENCH JUDGES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Registration: \_\_\_\_\_  
 \_\_\_\_\_

Tellers: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Room \_\_\_\_\_  
 Chair \_\_\_\_\_

Escorts \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Timers \_\_\_\_\_  
 \_\_\_\_\_

Impromptu \_\_\_\_\_  
 Room \_\_\_\_\_

Holding Rm. \_\_\_\_\_  
 \_\_\_\_\_

Other Lions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Door \_\_\_\_\_  
 Supervisors \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Host Club: \_\_\_\_\_  
 Chair \_\_\_\_\_  
 President \_\_\_\_\_

Effective Speaking Chair

Date

Annex 006

REGISTRATION CHAIR DUTIES

CONTEST:CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

(Indicate by an X)

(Indiquer par un X)

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- Greet all Contestants and guests as they arrive.
- Provide name tags for all workers, excluding Contestants and ask them to wear the tag.
- Provide special or different name tags for Judges (District and MDA only).
- Have Registration Forms completed, indicating Contestant's Name, School, and Sponsoring Lions/Lioness Club
- Note that the grade is pertinent to the category in which the student is placed. Elementary school students are in Junior English or French. Intermediate is for those students mainly in Grades 9 and 10. The Senior category is for those in Grades 11 and 12.
- Advise the Contestants of where they will be speaking, and any other pertinent information they may require. The speakers will be sitting in the front row and their families or sponsors will sit behind.
- Have each student in a category choose a number. Each will speak in that order. There are different numbers for each division and category.
- Turn over completed Registration Forms to the Contest Chair.



EFFECTIVE SPEAKING CONTEST MULTIPLE DISTRICT “A” CONCOURS ORATOIRE

**ROOM CHAIR DUTIES**

CONTEST: CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

JR. ENGLISH \_\_\_\_\_ IMM. ENGLISH \_\_\_\_\_ SR. ENGLISH \_\_\_\_\_  
JR. FRENCH \_\_\_\_\_ IMM. FRENCH \_\_\_\_\_ SR. FRENCH \_\_\_\_\_

- 
- Start on time and maintain order in the room.
  - Chair to introduce him/herself.
  - Welcome speakers, judges, timer and guests. Do not name the judges at this time.
  - Make sure lectern and water glasses are available for speakers.
  - Seat Speakers in numerical order in front of the room.
  - Request that all pagers and cell phones be turned off for the contest.
  - Ensure Judges and Timers have the proper sheets and are ready to begin.
  - *Briefly* outline the Contest, the order of speakers, and explain that the Contestants will be identified by number only.
  - Announce when and if there will be breaks.
  - Ensure the Judges and Timer are positioned at the back of the room separate and apart, allowing no communication between them.
  - Ensure contestants are made aware of where the Timer and Judges are located in the room.
  - Refer to each speaker by number only, and introduce them by their number (i.e. Speaker # 1, Speaker # 2, Speaker # 3 etc.)
  - Make no reference to or remarks about any speaker or the material used.
  - No more than one minute should be used to introduce the speaker.
  - Ask the judges to raise their arm when they have finished scoring and are ready to proceed to the next speaker.
  - After speaker # has delivered their prepared speech, allow the first speakers to leave the room to prepare for their Impromptu Speech.
  - For the Impromptu Speeches: read the Contestant's Number and the Speech Topic chosen, open the envelope and hand the contents to the Speaker.
  - After the scoring and tallying has been completed for the final speaker, instruct the Judges and Timer to place their score sheets in the folder. Collect all these file folders, including the stopwatch. Deliver them directly to the Contest Chair.
  - Allow guests to leave the room only between speakers.
  - Allow no discussion between the Judges or Timers re their scoring of the contestants after the sheets and files have been picked up.

EFFECTIVE SPEAKING CONTEST MULTIPLE DISTRICT “A” CONCOURS ORATOIRE

**IMPROMPTU ROOM CHAIR DUTIES**

CONTEST: CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

- Obtain from the MD “A” Chair, a list of topics and other pertinent material required to operate the Impromptu Preparation Room.
- Allow each speaker to draw a topic from the group of twenty on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this subject.
- After selecting the subject, the Contestant will be allowed 15 Minutes for preparation for their Speech. At the 12 Minute point and the 14 Minute point, give Warning.
- Selected topics must be returned to the draw as to allow the full range of choices for all contestants.
- At the end of the 15 minute period, take the pencils away from the contestants and allow a further 5 minute study period; after which the Contestants notes will be placed in a sealed envelope.
- Make sure the Contestants have their Number and their Impromptu Topic on the outside of the envelope.
- Hand the envelope containing the Impromptu Speech notes to the Escort and then the speaker will be accompanied back to the Speaking and/or Holding Room.
- Provide pencils and blank paper for the Contestant to write their Speech.
- Allow no reference materials or aids in the Preparation Room. (i.e. French/English Dictionaries, Thesaurus, etc.)
- Ensure that there is no communication between the Contestants in the Preparation Room.
- Record times on sheets provided and turn over to the Contest Chair when complete

**TIMER'S DUTIES**

The Effective Speaking Program consists of three (3) divisions within each of the English and French categories. Please use a separate "TIMER'S RECORD SHEET" for each.

**SENIOR AND INTERMEDIATE DIVISION****PREPARED SPEECH**

1. Speech should be 5-7 minutes in length.
2. Timer will stand at five (5) minutes until speaker recognizes Timer.
3. Once recognized by speaker, Timer will then sit down.
4. Timer will stand again at seven (7) minutes and remain standing until speaker has finished speech.

**IMPROMPTU SPEECH**

1. Speech should be 2-3 minutes in length.
2. Timer will stand at two (2) minutes until speaker recognizes Timer.
3. Once recognized by speaker, Timer will then sit down.
4. Timer will stand at three (3) minutes until speaker has finished speech.

**JUNIOR DIVISION**

1. Speech should be 3-5 minutes in length.
2. Timer will stand at three (3) minutes until speaker recognizes timer.
3. Once recognized by speaker, Timer will then sit down.
4. Timer will stand at five (5) minutes and remain standing until speaker has finished speech.

**PLEASE NOTE: THERE IS NO IMPROMPTU SPEECH REQUIRED BY JUNIOR DIVISION CONTESTANTS.**

**PENALTIES FOR ALL DIVISIONS**

1. Speakers will be penalized one (1) point for every fifteen (15) seconds or portion thereof for being under the time or overtime. *Tellers will calculate any penalties.*

**NOTE:**

1. A stopwatch will be provided by the Chair or designated representative and used by the Timer to record speech length in minutes and seconds (i.e. 5 m 35 s; 3 m 10 s).
2. Record times for both Prepared and Impromptu Speeches.
3. The Room Chair or representative will collect "TIMER'S RECORD SHEET".
4. Make sure the stopwatch and pencils are in the file to be returned. Thanks!

**TELLERS DUTIES**

CONTEST:    CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

JR.ENGLISH \_\_\_\_\_ IMM. ENGLISH \_\_\_\_\_ SR. ENGLISH \_\_\_\_\_  
JR.FRENCH \_\_\_\_\_ IMM.FRENCH \_\_\_\_\_ SR. FRENCH \_\_\_\_\_

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- Check the judges’ totals for each speaker
- Each speaker's total should be checked by a minimum of 3 different people
- Record and then deduct the time penalties on the Judges' Score Sheet, if any, for each Contestant.
- Record the Contestants Scores on the Tellers Record Sheet and designate the 1st, 2nd, and 3rd place Winners.
- Teller Chair to give the results, plus all scoring sheets and files to the Contest Chair.

**DOOR SECURITY DUTIES**

- Ensure water and glasses are available for the Speakers and the Judges in the room before the guests arrive.
- The doors to the Speaking Room shall be monitored at all times by a Lion to prevent attending guests from moving in and out of the room while speeches are in progress. (*Security will be inside speakers' room*).
- Open the door at the end of a Contestant's speech, to allow guests to come and go, and close it again when the next speaker is ready to begin.
- Ensure no discussion takes place in the doorway while the Contest is in progress.

## EFFECTIVE SPEAKING CONTEST      MULTIPLE DISTRICT “A” CONCOURS ORATOIRE

**ESCORT DUTIES**

CONTEST:    CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

JR. ENGLISH _____	IMM. ENGLISH _____	SR. ENGLISH _____
JR. FRENCH _____	IMM. FRENCH _____	SR. FRENCH _____

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- Accompany each Contestant to and from the Impromptu Preparation Room and/or Holding Room.
- Allow the Contestants to go to the washrooms if they wish. You may wait outside the door.
- Ensure that the Contestants have no communication with guests, friends, family or other Contestants while in the Escort's control.
- Take the Impromptu Speech Envelope from the Room Chair and accompany the Contestant to the Holding Room. If there is no holding room, take the speaker back to the Speaking Room.
- Hand envelope to Room Chair.
- Take the speaker to the Speaker's room and wait for the Door Security Chair to open the door between the speeches in that room.
- Do not discuss the topic of their speech with the Contestants.

**HOLDING ROOM CHAIR DUTIES**

CONTEST: CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

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- After the Contestants have prepared their Impromptu Speech, they will be taken to a Holding room where they will wait until they are called to the Speaking Room to deliver their Speech.
- Ensure that the Contestants have no communication with each other regarding the Contest or their chosen topics.
- The speakers may relax and maintain a quiet level of noise in the Holding Room. Some may wish to work on their speeches.
- Retain the sealed envelope containing the Impromptu speech, and hand it to the Escort when the Contestant leaves the Holding Room.
- Ensure that the Contestant has no access to the sealed Impromptu Speech envelope.

## **JUDGE'S STANDARD OF EVALUATION**

### **MATERIAL - 40**

### **MARKS**

SELECTION OF SUBJECT - Is the subject one of general interest or was poor judgement shown in the selection of a topic? How would you evaluate it for timeliness? For the occasion?.....	10
ORGANIZATION OF MATERIAL - Is a definite plan discernible? Does the speech seem to be well-knit, leading from point to point?.....	10
INTEREST - Does the speaker get the interest of the audience with his or her first sentence - and HOLD it - or does interest seem to lag?.....	10
ENGLISH OR FRENCH - Is the language chosen (a) Excellent? (b) Mediocre? (c) Poor?.....	10

### **DELIVERY - 40**

CHANGE IN RATE - Does the speaker show CHANGE in the rate at which he or she is speaking? Variation in rate gives life to a speech.....	5
CHANGE IN PITCH - Does the speaker show CHANGE in pitch? Are the voice qualities pleasant to the ears or harsh and/or grating?.....	5
CHANGE IN VOLUME - Does the speaker show CHANGE in volume from a whisper to considerable volume?.....	5
EYE CONTACT - Does the speaker look right into the eyes of his or her listeners? Does the speaker look as though he or she actually sees the audience or has the speaker got a faraway look? Does he or she, during the speech, look at all sections of the audience?.....	5
GESTURES Mechanical or natural?.....	5
POSTURE Is the speaker's posture positive while delivering the speech?.....	5
ENUNCIATION AND PRONUNCIATION - Is the enunciation clear and distinct or is the speaker careless in this regard?.....	5
FLUENCY - Does the speaker speak easily and naturally without hesitation?.....	5

### **GENERAL EFFECTS - 20**

GENERAL EFFECT OF SPEECH ON THE AUDIENCE - Consider here both the material and the delivery. How effective is the speaker in securing and holding the attention of the audience? Was the speech convincing?.....	20
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### **IMPROMPTU SPEECH - 50**

Material - .....	20
Delivery - .....	30
To be judged in general, according to the same division of marks as noted above.....	50
<b>TOTAL POINTS</b> .....	150

NOTE: For any infraction of the rules, no actual disqualification shall take place, however, the Judges will score the Contestant low on points so as not to allow him/her to win.



## **NORMES A SUIVRE PAR LES JUGES POUR LEUR EVALUATION**

### **FOND DU DISCOURS – 40**

#### **POINTS**

CHOIS DU SUJET – Est-il d'intérêt général ou a-t-on fait preuve d'un manque de jugement En le choisissant? Est-il un sujet d'occasion?	10
AGENCEMENT DU FOND – Y a-t-il un plan d'ensemble? Semble-t-il que le discours est bien préparé et que .....ses parties s'enchaînent l'une a l'autre?	10
INTERET – Est-ce que celui ou celle qui parle capte l'intérêt de l'assistance des sa première phrase? Cet intérêt est-il maintenu ou diminue-t-il?	10
LANGUE ANGLAISE OU FRANCAISE – La langue choisie est-elle (a) excellente (b) médiocre ou (c) pauvre?	10

### **DEBIT – 40**

CHANGEMENT DU DEBIT – Est-ce que celui ou celle qui parle change le degré de vitesse de son débit pour donner plus de vie à son discours?	5
CHANGEMENT DE TON – Est-ce que celui ou celle qui parle change de ton? Sa voix est-elle plaisante à entendre? Ou est-elle rauque et éraillée?	5
CHANGEMENT DU VOLUME DE LA VOIX – Est-ce celui ou celle qui parle hausse sa voix considérablement pour terminer par un murmure?	5
LES REGARDS – Est-ce que celui ou celle qui parle regarde l'assistance les yeux dans les yeux? Semble-t-il qu'il ou qu'elle voit l'assistance ou son regard est-il dans le vague? Regarde-t-il ou regarde-t-elle dans tous les coins de la salle?	5
GESTES - Sont-ils mécaniques ou naturels?	5
MAINTIEN – Est-ce que celui ou celle qui parle a une posture naturelle? Est-ce qu'il ou qu'elle donne l'impression d'être sur le bout de ses pieds pour tenter de faire absorber un message vital?	5
ENONCIATION ET PRONONCIATION – Est-ce que celui ou celle qui parle énonce bien et clairement ou y-a-t-il de la négligence de sa part à ce sujet?	5
FACILITE D'EXPRESSION – Est-ce que celui ou celle qui parle s'exprime aisément et naturellement et sans hésitation?	5

### **EFFETS GENERAL - 20**

EFFET GENERAL DU DISCOURS SUR L'ASSISTANCE – A considérer le fond du sujet comme le débit du discours. Est-ce que celui ou celle qui parle a réussi a conserver l'attention de l'assistance? Son discours a-t-il été convaincant?	20
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### **DISCOURS IMPROVISE - 50**

-L'évaluer dans son ensemble en considérant les diverses conditions mentionnées ci-dessus.	<u>50</u>
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### **TOTAL DES POINTS**

150

**NOTE :** Une infraction aux Règles ne peut entraîner une disqualification. Toutefois, les juges verront à donner moins de points au concurrent ou à la concurrente coupable de l'infraction pour qu'il ou qu'elle ne puisse gagner.

Form for Judges – Separate File using Microsoft Excel

Briefing the Judges / Briefing the Speakers  
– separate file to download

**TIMERS SHEET****Prepared Speech:**      Junior Speech should be 3 to 5 minutes in length

Intermediate and Senior Speech should be 5 to 7 minutes in length

- Timer will stand at end of 5 minutes until Speaker recognizes (*Timer. Jr. 3 Min*)
- Timer will then sit down.
- Timer will stand again at 7 minutes (*Jr. 5 minutes*) and remain standing until Speaker is finished.

**Impromptu Speech:**      Speech should be 2 to 3 minutes in length

- Timer will stand at end of 2 minutes until the Speaker recognizes Timer.
- Timer will then sit down.
- Timer will stand again at 3 minutes and remain standing until the Speaker is finished.

**Penalties:**

- Speakers will be penalized (1) point for every 15 seconds or portion thereof for being under time or overtime.

**NOTE:**

- Record the times for both the Prepared and Impromptu Speeches.
- Record time in minutes and seconds (e.g. 5 m 35 s; 3 m 10s)
- Room Chair will collect Timers Sheets.
- Time Penalties to be calculated by Teller Only

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JR. FRENCH _____	IMM. FRENCH _____	SR. FRENCH _____
JR. ENGLISH _____	IMM. ENGLISH _____	SR. ENGLISH _____

  

TIME <u>PREPARED</u> <u>IMPROMPTU</u> <u>PENALTY</u> Speaker	TIME <u>PREPARED</u> <u>IMPROMPTU</u> <u>PENALTY</u> Speaker
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____
11. _____	11. _____
12. _____	12. _____
13. _____	13. _____
14. _____	14. _____

\_\_\_\_\_  
Signature of Timer\_\_\_\_\_  
Date

## EFFECTIVE SPEAKING CONTEST

## MULTIPLE DISTRICT "A"

## CONCOURS ORATOIRE

**TELLERS SCORING SHEET**

1. Calculate the necessary time penalty and deduct same.  
Deduct 1 point for every 15 seconds or portion thereof under or over time.
2. Tally the totals and designate Place earned by speakers on each Judges Sheet --1st, 2nd, 3rd, 4th, etc.
3. Transfer Place earned from all Judges sheets to Tellers Record Sheet. The Speaker earning the majority of first place points is the winner.

Example of Judge Sheet below:

Speaker's Number	1	2	3	4	5	6	7	8	9	10	11
Net Score – Total of <u>Prepared&amp;Impromptu</u>	99	110	120	125	128	130	135	137	123	98	140
Place Earned <u>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.</u>	10	9	8	6	5	4	3	2	7	11	1

**2nd PHASE OF JUDGING**

If there is NO speaker with a majority of first place points, the Tellers will total the place points and the speaker with the lowest total is the winner. Example:

Judge	Speaker # 1	Speaker # 2	Speaker # 3	Speaker # 4
A	3	1	4	2
B	2	2	4	3
C	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Total	6	5	11	9

Winner: 1st Place-Spk #2      2nd Place-Spk #1      3rd Place-Spk #4      4th Place-Spk #3

**3rd PHASE OF JUDGING**

Judge	Speaker # 1	Speaker # 2	Speaker # 3	Speaker # 4
A	3	2	1	2
B	2	1	3	4
C	<u>1</u>	<u>3</u>	<u>4</u>	<u>2</u>
Total	6	6	8	8

You will note that no speaker has a majority of First Place points which in this case, with 3 Judges, would be 2 first place points needed.

2nd Phase Judging would then be brought in and the Speaker with the lowest point total would be the winner, but note that 2 speakers are tied with the same low score of 6. To decide the winning speaker, use the 3rd phase judging which is: Add the Total Net Score of all 3 Judges in this case for Speaker #1 and #2 and the highest point total will be first place and the other 2nd.

Example:	Judge	Speaker #1	Speaker #2	Speaker #3	Speaker #4
Net	A	130	132	124	122
Score	B	131	133	123	125
	C	<u>129</u>	<u>128</u>	<u>126</u>	<u>124</u>
Total		390	393	373	371

Speaker #2 with a total of 393 points will be the Winner and Speaker #1, with 390 points would be 2nd Place.

If Speaker #1 and #2 were still tied, then give each Speaker another Impromptu Speech to break the tie.

**NOTE:** 3rd Phase is often needed in Contests, so the Chair should make sure he understands the correct way of declaring Winners and should assist Tellers and check before declaring winners.

Annex 0013

EFFECTIVE SPEAKING CONTEST      MULTIPLE DISTRICT 'A'      CONCOURS ORATOIRE

**TELLER'S RECORD SHEET - FEUILLE DU POINTEUR**

CONTEST: CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MDA \_\_\_\_\_

English \_\_\_\_\_ French \_\_\_\_\_

Junior \_\_\_\_\_ Intermediate \_\_\_\_\_ Senior \_\_\_\_\_

(Indicate by an X)

(Indiquer par un X)

Speaker	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Orateur															
Judge A															
Juge															
B															
C															

TOTAL

1st Place Speaker # \_\_\_\_\_ Name \_\_\_\_\_  
 Orateur en premiere place \_\_\_\_\_ Nom \_\_\_\_\_  
 Club \_\_\_\_\_

2nd Place Speaker # \_\_\_\_\_ Name \_\_\_\_\_  
 Orateur en deuxieme place \_\_\_\_\_ Nom \_\_\_\_\_  
 Club \_\_\_\_\_

3rd Place Speaker # \_\_\_\_\_ Name \_\_\_\_\_  
 Orateur en troisieme place \_\_\_\_\_ Nom \_\_\_\_\_  
 Club \_\_\_\_\_

Other Place Speaker # \_\_\_\_\_ Name \_\_\_\_\_  
 Nom \_\_\_\_\_  
 Club \_\_\_\_\_

Other Place Speaker # \_\_\_\_\_ Name \_\_\_\_\_  
 Nom \_\_\_\_\_  
 Club \_\_\_\_\_

Other Place Speaker # \_\_\_\_\_ Name \_\_\_\_\_  
 Nom \_\_\_\_\_  
 Club \_\_\_\_\_

**NOTE:** Attach all Judges Sheets to this Record Sheet and return to Chair.

Attache les feuilles des Juges a cette feuille de compilation et remet le tout au President.

## **IMPROMPTU SPEECH INFORMATION SHEET**

### **Senior and Intermediate Only**

Each Contestant shall be required to give an Impromptu Speech at least 2 minutes in length, but not exceeding 3 minutes.

All topics that are drawn will be concealed when the Contestants are making their choices.

Each speaker will select a topic from the group of pre-selected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and the contestant must speak on this subject.

Immediately after selecting the subject, the Contestant will be allowed 15 minutes to prepare his/her speech. The Contestant will be given a warning at the 12 minute and 14 minute mark.

At the end of the 15 minute period, pencils will be removed and a further 5 minute study period will be given, after which the Contestant's notes will be placed in a sealed envelope.

The Contestant needs to be sure that their Number, their Impromptu Topic and their Category is on the outside of the envelope.

The envelope containing the Impromptu Speech notes will be handed to the Room Chair, who will read out the topic chosen and give the written notes to the speaker for reference.

No communication regarding their chosen topics will be permitted during the course of the competition.

**MULTIPLE DISTRICT "A"****EFFECTIVE SPEAKING****CONCOURS ORATOIRE****IMPROMPTU TOPIC FORM**

THE TOPIC OF MY IMPROMPTU SPEECH IS:

---

TO THE CONTESTANT

It is important that you fill in the above. This paper will be handed to the Room Chair. He will read out loud the Topic so that the Judges know immediately what you will be speaking on.

AU CONCURRENT OU A LA  
CONCURRENTE

Il est important que vous écrivez le sujet de votre discours improvise ci-dessus. Remettez cette feuille au Président de la réunion pour qu'il l'annonce a voix bien haute et de sorte que les juges sachent immédiatement le sujet dont vous allez parler.

---

---- Tear Here ----

**MULTIPLE DISTRICT "A"****EFFECTIVE SPEAKING****CONCOURS ORATOIRE****IMPROMPTU TOPIC FORM**

THE TOPIC OF MY IMPROMPTU SPEECH IS:

---

TO THE CONTESTANT

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