

Guidelines for Speech Judging Panels

What is the Speech event?

- Each student must deliver a Prepared Speech and an Impromptu Speech to a panel of 2-3 judges.
- A timer is also present to time each speech, as well as the impromptu speech preparation time.
- You have 10 minutes per student, including delivery of both speeches and scoring.

General Guidelines:

- Stay on time! Students are on a strict schedule at the competition.
- Be uniform in the procedures you use for each competitor.
- Ensure that scoring is fair and consistent, reflective of *actual performance*, and recorded correctly on the form.
- Create a relaxing and positive atmosphere. Be an active listener, personable, and attentive. Smile! Your non-verbal feedback is very important to the student.
- Look at the student while they are delivering each speech. Do not look at the scoring form.
- Refrain from giving the student leading comments, positive or negative. Greet and dismiss the student in a positive, sincere manner.

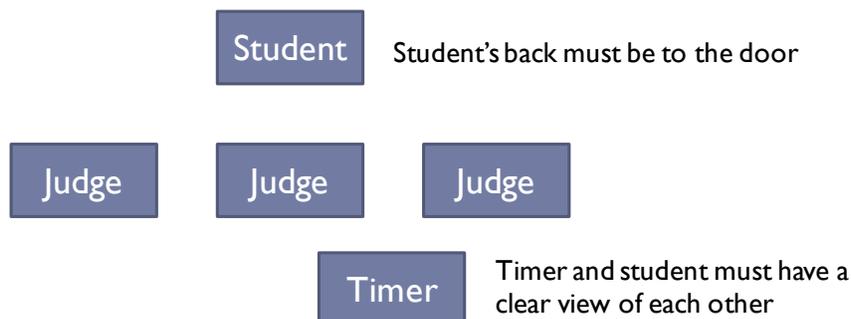
Scoring:

- Be consistent:
 - Score every student by the rubric, not against each other.
 - Scoring is not a ranking process.
 - Do *not* save points. The first speech of the competition, or the last, could be the best.
- Be fair:
 - Give good scores when they are warranted, but also give not-so-good scores accordingly.
 - You are scoring *performance*, not how hard someone tried, how much they remind you of your friend or family member, or how well you think they should have done – it's how well they actually did.
 - During the competition, judges may not discuss their scores with each other. Each judge is expected to form their own, independent opinion of each performance, consistently applying the rubric. Scoring is not a collaborative process between the judges on the panel.
- What is a reasonable score?
 - In Academic Decathlon, each event has a maximum possible score of 1000. In other objective Academic Decathlon events, it is rare for even a very good student to score above 900.
 - For a state competition, the majority of scores will fall within the 650 (mostly 6's and 7's) to 850 (mostly 8's and 9's) range. Think twice before scoring outside of this range!
 - Give credit where credit is due. For example, a poorly-delivered speech may still be a very well-developed speech.
 - An Impromptu Speech, by nature, is less likely to be as polished as a written, rehearsed Prepared Speech. An *excellent* Impromptu Speech will nearly fool you into believing it was prepared.

Responsibilities of the Head Judge of Each Panel

The responsibilities of the **head judge** of each speech room are:

- Coordinate arranging the room before the competitors arrive.



- Solve problems that might occur with regard to the scoring or judging of contestants in your room. Unsolvable problems should be referred to the Speech Chair.
- Review the responsibilities of a speech judge and the timer with the judging panel assigned to your room. The head judge or another judge selected by the head judge will greet each competitor at the door and welcome them to the room.
- Ensure that the proper student is being scored by identifying their name and student number on their competition badge.
- Briefly explain the procedures to the student and tell them when to begin.
- Start on time, follow the time schedule (see "time outline") and end on time, please.
- If a student uses note cards during the prepared speech, do not collect them.
- After the student has presented their prepared speech, give them the appropriate set of impromptu topics.
- Maintain strict control of the impromptu prompt sheets. Switch impromptu prompt sheets at the times designated by the Speech Coordinator.
REMEMBER: There is a separate set of impromptu topics following the break. Be sure to use the correct set.
- Collect the impromptu sheets and the student's note cards (if used) after the impromptu is complete and before the student leaves the room.
- Remind the judges to complete their Google Scoring Form online after each student. Do not wait to score.
- At the conclusion of the judging period, ask each judge and the timer to return all materials to the Speech Chair.
- Have your judging panel assist you in putting the room back in its original condition.
- Do not leave any of your materials unattended. It is very important that the impromptu topics remain a surprise to the students.

Prepared Speech Rules

- Topic is selected by the decathlete and approved by the coach
- Speech must be:
 - ✓ Original work of the student
 - ✓ Current and not used in an Academic Decathlon event from a previous competition other than the current year
 - ✓ Given from a standing position without a lectern
(Special arrangements will be made for a physically handicapped decathlete.)
 - ✓ Between 3 ½ and 4 minutes long
(There is no courtesy time for finishing a sentence.)
- Note cards may be used; however, the speech may not be read
 - ✓ Over-reliance on note cards represents a poorly-prepared speech and should not be scored above the FAIR range (0-4) in all categories except Correctness and Appropriateness.
 - ✓ Do not collect note cards if the student uses them for their prepared speech
- Gestures are acceptable, but no props (including costumes) may be used

Impromptu Speech Rules

- Speech must be:
 - ✓ Given from a standing position without a lectern
(Special arrangements will be made for a physically handicapped decathlete.)
 - ✓ Between 1 ½ and 2 minutes long
(There is no courtesy time for finishing a sentence.)
- The student has 1 minute to read the topics, select one, and prepare
- Note cards may be used, and at Regional and State competitions, students must use the note cards provided in the speech room
 - ✓ The decathlete will give their note cards to the head judge before leaving the room after the impromptu speech is finished
- Judge should be careful that the impromptu speech topics remain in the room when the decathlete leaves

Time Limit (10 min.)	Speech Judging Session – Time Outline
30 seconds	<p>Welcome the student into the judging room.</p> <ul style="list-style-type: none"> Judges <i>briefly</i> introduce themselves by name. Judge 1 may ask the student to announce their name and student number if they are not clearly visible on their nametag. Judge 1 will call on the timer to give the instructions for the Prepared Speech Judge 1 asks the student to begin their Prepared Speech.
4 minutes	<p>The student delivers the Prepared Speech.</p>
25 seconds	<ul style="list-style-type: none"> Judge 1 thanks the student for their Prepared Speech. Judge 1 will call on the timer to give the instructions for the Impromptu Speech Judge 1 tells the student that they will hand them a slip of paper containing multiple impromptu topics and from the time the student looks at the paper, they have 1 minute to prepare. Judge 1 directs the student to where the note cards are located. Judge 1 hands the sheet of impromptu topics to the student.
1 minute	<p>The student prepares for the Impromptu Speech.</p> <ul style="list-style-type: none"> The timer “times” the 1-minute preparation period. Following 1 minute, the timer will call “Time.” Judge 1 asks the student to begin the Impromptu Speech, asking them to say which topic they selected prior to beginning the speech.
2 minutes	<p>The student delivers the Impromptu Speech.</p>
5 seconds	<ul style="list-style-type: none"> Judge 1 briefly congratulates the student on the Impromptu Speech. Judging panel briefly wishes the student well and dismisses them. The student exits the judging room.
2 minutes	<ul style="list-style-type: none"> Timer states 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. Judges complete scoring of Speech Evaluation Form, marking all 10 areas for evaluation.
Timer Rules	
Prepared	<p><i>Remember: A prepared speech is “in time” if you speak between 3 ½ and 4 minutes. After you have spoken for 3 minutes, I will hold up the 1-minute card, meaning you have 1-minute left to speak. After you have spoken for 3½ minutes, I will hold up the 30-second card, meaning you have spoken 3½ minutes and still have 30 seconds left if you need them. After you have spoken 4 minutes, I will hold up the “0” card, meaning time is up. I will not say “stop,” but you have <u>no</u> grace period and will be penalized if you continue.</i></p>
Impromptu	<p><i>Remember: An impromptu speech is “in time” if you speak between 1 ½ and 2 minutes. After you have spoken for 1 minute, I will hold up the 1-minute card, meaning you have 1-minute left to speak. After you have spoken for 1½ minutes, I will hold up the 30-second card, meaning you have spoken 1½ minutes and still have 30 seconds left if you need them. After you have spoken 2 minutes, I will hold up the “0” card, meaning time is up. I will not say “stop,” but you have <u>no</u> grace period and will be penalized if you continue.</i></p>