

SECTION B

RULES & GUIDANCE FOR EVALUATION CONTESTS

B1 JUDGES' GUIDE TO THE USE OF THE MARK SHEET

EVALUATION CONTEST MARK SHEET - (Separate Sheet -)

What are the judges looking for?

- **ANALYSIS OF THE SPEAKER CARRIES 40 MARKS**

SPEECH ASSIGNMENT: (Max 20 marks) Did the Evaluator effectively analyse the speech with particular attention to the criteria identified in the requirements for the specific assignment, displaying sound judgement, covering strong and weak points and commenting on the choice of subject?

ASSESSMENT OF OTHER TECHNIQUES: (Max 20 marks) Did the Evaluator identify concisely, other relevant points of the speaker's performance, particularly techniques learned in previous assignments? Was reference made to the audience's interest and/or response?

- **PRESENTATION CARRIES 30 MARKS**

CONSTRUCTION: (Max 15 marks)

Was the evaluation non-formulaic, e.g. not appearing to be fully prepared in advance, yet well-constructed to present a rounded speech within the allotted time?

DELIVERY: (Max 15 marks)

Was the delivery up to standard in terms of

Voice: volume, clarity, pace, pitch and pauses

Gestures: facial, hands, body, eye contact

Notes: well managed, not distracting in use

Vocabulary: appropriate, sensitively used to encourage the speaker?

N.B. ***Evaluators are reminded not to address the speaker directly.***

- **ASSISTANCE & ADVICE: CARRIES 30 MARKS**

RECOMMENDATIONS:

Did the Evaluator offer clear and positive suggestions with examples for improvement, helping both the speaker and audience? Were strong elements of the speech highlighted for the benefit of everyone? Was a clear recommendation to proceed or to repeat the assignment given to the speaker?

B2 REQUIREMENTS & GUIDANCE - EVALUATION CONTESTS

- **A Chair** to manage the Contest Prior to the start of the Contest, the **Chair** should call all the Contestants together and determine the Order of Speaking. This order will be relayed to the Judges and Timekeepers as soon as it is known.
- A **Chief Judge** plus other Judges ideally making an odd number in total
- **A Volunteer Speaker** to deliver the Target Evaluation Speech. This should be to assignment B5 or B6 of *The Speakers Guide*. Ideally the speaker should be at that exact stage of development.
- **Two Timekeepers** plus one set of timing lights, two timing clocks and highly-visible *Warning Tape* or some appropriate cover to make safe any trailing flexes
- **An Usher who** leaves the Contest Room with the Contestants
- **A Contestant Supervisor** who supervises the Contestants in the separate room.

B3 OTHER REQUIREMENTS FOR EVALUATION CONTESTS

- **EVALUATIONS ARE FOR FOUR MINUTES ONLY**
The Chair has a major role in particular for the Evaluation Contest. If the Speaker is still speaking at exactly FOUR MINUTES when the RED LIGHT goes off, the Chair must be ready to RISE and stop the Speaker by saying: "Thank you for your Evaluation". The Speaker must then STOP and move away from the lectern
- **The Chief Judge** accompanies the Contestants to the ante-room and ensures that the Contestant Supervisor is present and fully briefed, starts an EIGHT MINUTE period for Contestants to prepare notes, aided by one of the timekeepers. Stops the Contestants making further notes after EIGHT MINUTES. Supervises the collection of the Contestants' notes by the Usher and then returns to the Contest Room
- **The Contestant Supervisor** - after the eight-minute preparation time - engages ALL Contestants collectively in some activities which will prevent their giving further thought and consideration to their evaluations and continues the collective activity until the last Contestant has been called.
- **The Contest Usher** - after the eight-minute preparation time - takes all Contestants' notes and applies the Special Rules for Evaluation Contests which allows extra time for certain Contestants.(**See B4**) Also Escorts Contestants to the Contest Room entrance, awaits the agreed admittance signal from the Contest Chairman and then returns each Contestant's notes as they re-enter.

B4 EXTRA PREPARATION TIME FOR EVALUATION CONTESTS

When there are several Contestants, there may be long intervals between Contestants hearing the Target Speech, concluding the preparation of their Evaluation notes and being called to deliver their evaluation speech.

In order to avoid any possible disadvantage to those Contestants who are drawn in the later positions in the Order of Speaking, after the second Contestant has entered the Contest Room, **the Usher** will proceed as follows with respect to the return of notes to the remaining Contestants

Those Contestants who are **drawn** to speak **3rd and 4th** will be given **30 SECONDS EXTRA** to read their notes and refresh their memories of the Target Speech and their response to it before being called to the lectern

Those Contestants who are **drawn** to speak **5th and 6th** will be given **ONE MINUTE EXTRA** to read their notes and refresh their memories of the Target Speech and their response to it before being called to the lectern

Those Contestants who are **drawn** to speak **7th and 8th** will be given **TWO MINUTES EXTRA** to read their notes and refresh their memories of the Target Speech and their response to it before being called to the lectern

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