

SECTION B

RULES & GUIDANCE FOR EVALUATION CONTESTS

B1 JUDGES' GUIDE TO THE USE OF THE MARK SHEET

- **EVALUATION CONTEST MARK SHEET** - (Separate Sheet - B1)
What are the judges looking for?

- **ANALYSIS OF THE SPEAKER** **CARRIES 40 MARKS**
SPEECH ASSIGNMENT: Did the Evaluator effectively analyse the (Max 20 marks) 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: Did the Evaluator identify (Max 20 marks) 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: Was the evaluation non-formulaic, e.g. not (Max 15 marks) appearing to be fully prepared in advance, yet well-constructed to present a rounded speech within the allotted time?
DELIVERY: Were the Evaluator's remarks addressed through the (Max 15 marks) Chairman to the audience? 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?

- **ASSISTANCE & ADVICE:** **CARRIES 30 MARKS**
RECOMMENDATIONS: Did the Evaluator offer clear and positive (Max 30marks) 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 Chairman** to manage the Contest . Prior to the start of the Contest the **Chairman** should call all the Contestants together and determine the Order of Speaking. This can be done by asking each Contestant to choose a card or paper with a concealed number and that number, when selected and revealed, determines the numerical order in which Contestants will speak.
- **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 a specific assignment from the B Section 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 Chairman 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 Chairman 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 the 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 - then engages ALL Contestants collectively in activities such as a game of 'Consequences' or 'Trivial Pursuit' to 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 custody of all Contestants' notes and administrates the *Special Rules for Evaluation Contests* which allows extra time for certain Contestants. 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 RULES & GUIDANCE FOR EVALUATION CONTESTS

- **All Contestants** will be required to evaluate the same Target Speech which will be from Section B of *The Speakers Guide*. The speech will be delivered by an ASC Club Member at that stage of development. Contestants will be informed of the Speech Assignment at least two weeks prior. Contestants will be given EIGHT MINUTES to prepare evaluations
- **Before the Contest starts** the Contest Chairman should announce the Order of Speaking allowing time for the Judges and Timekeepers to write the Contestants' names on the Mark Sheets and Record Sheets
- **The Usher** - After the eight-minute Evaluation preparation period, the Usher takes all Contestants' notes into custody and administrates the *Special Rules (below)*. Then at the appropriate time escorts each Contestant to the Contest Room entrance. On hearing applause for the previous Speaker, the Usher quietly slips just inside the Contest Room ALONE and awaits the agreed admittance signal from Contest Chairman. The Usher then returns their notes to each Contestant in turn as they re-enter the Contest Room
- **EXTRA PREPARATION TIME:** 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 administer the following procedure 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

This provision is introduced when there are several Contestants in view of the long intervals between Contestants hearing the Target Speech, concluding the preparation of their Evaluation notes and being called to deliver their evaluation speech.

~~~~~