

Speech Competition Judge's Instructions

Thank you for volunteering to judge the competition!!! The competition would not be possible without your involvement. We have just one hour and five or six speakers in each classroom. All speakers must get a chance to finish their presentations, so here are suggestions that might make things go more smoothly.

FIRST ROUND

Please arrive to the Registration Area between 12:00-12:15 by Public Safety, to receive your room assignment. The competition begins promptly at 12:30. The classrooms used for the competition will be located in on the first floor of Pitkin, in the "L" and "S" wings.

There are two or three judges in the competition rooms. *Each judge will fill-out a ballot for each contestant.* The Lead Judge should discuss the procedures with the other judge(s) and the students. It is up to the Lead Judge to direct the proceedings and keep things moving on time. The students will hand the Lead Judge an index card with their name on it-- that's how you will know who will be speaking in your room.

The Judge's Folder contains:

1. Judge's Instructions
2. Ballots and Envelope

The Lead Judge will also keep track of time and receive the following items:

- A stopwatch and time cards
- Whiteboard markers

POST-COMPETITION SURVEYS:

Judges will be e-mailed an electronic survey to help plan and improve future competitions.

Students will receive a Student Feedback Survey to be filled out immediately following the competition. Please have them return it to the Registration Area by Public Safety.

FINAL ROUND

The top 5 speakers will move on to the Final Round and will compete in C-211 at 4:00. Students will be notified just a few days after the competition if they qualified for the Final Round. The prize winners will be announced at a ceremony and reception to be held immediately after the speeches.

You are invited to attend this final round of competition and celebrate with the students.

HERE ARE SOME TIPS FOR ORGANIZING THE SPEAKERS

To reduce tension, you may have a chance to chat with students for a few minutes before you begin, and also between speeches. Students have said this helps them handle their nervousness and they appreciate it. Tell the speakers to write their name and title of their speech on the board.

Because time is limited, please keep the pace moving and start promptly at 12:30. At the beginning, announce the speaking order and tell students they should be prepared to speak as soon as their name is called.

1. Speaking order – you can organize this as you choose. You may adjust the order as needed.
2. Most rooms do not have a podium. Students will have to hold their notes.
3. Students are **NOT** allowed to use Power Point or any electronic visual aids for this competition. Students were told this in advance.
4. Be prepared to see a broad range of speaking abilities.
5. The time for the speeches is about 6 minutes, with a grace period of 1 minute. Either the Lead Judge, or someone designated by the Lead Judge, should keep time for the speakers. The timekeeper should signal the time at 5 minutes, 6 minutes and at 7 minutes, tell the speaker to wrap up.

USING THE JUDGING BALLOT

It is recommended that you look over the Ballot before the competition. It is available on the website www.bergen.edu/speechcompetition

1. You will fill out a ballot for each contestant.
2. Rate each speaker with **SPEAKER POINTS** on the ballot and then, at the conclusion of all of the speeches, you will **RANK** each speaker from 1-6 (1 being the best in the group).
3. You cannot give two speakers the same Rank. However, speakers may have the same number of Speaker Points.
4. Most **Rankings** and **Speaker Points** should coordinate. The highest *Rank* should coordinate with the highest number of *Speaker Points*. For example: The highest *Rank* (which is #1) should also coordinate with the highest number of *Speaker Points* except in the event of a tie.
5. Please do not confer with the other judge(s) in the room or average your scores. It is your individual judgment that will be used in the overall competition results. Ballots will be returned to each speaker, so please write any comments you think would be helpful.
6. Put the ballots into the envelope and seal it. Return them to Gina Costa in the Registration Area by Public Safety immediately after the competition.