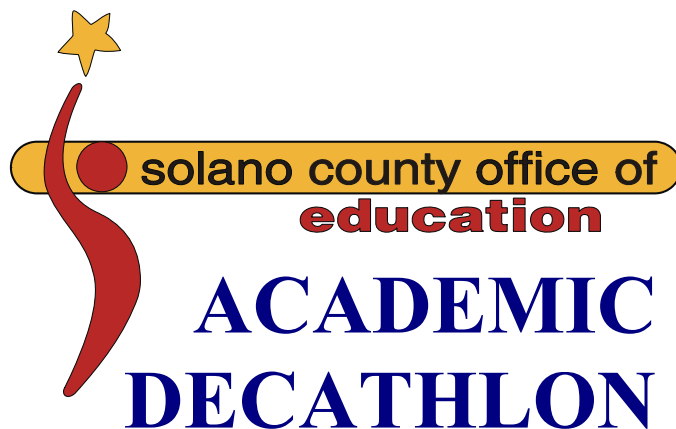


A Contest of Academic Strength

Providing academic competition to encourage, acknowledge and reward academic excellence through teamwork among students of all achievement levels.



*Coordinated by the
Solano County Office
of Education*



SPEECH ORIENTATION PACKET

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ACADEMIC DECATHLON

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For

SPEECH VOLUNTEERS

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RULES AND GUIDELINES FOR SPEECH

Welcome to Academic Decathlon, and thank you for serving as a Speech Judge in this year's competition. **Each student will be giving a prepared speech and an impromptu speech.** Please read the following carefully and adhere to all procedural and timing guidelines. Enjoy the event!

Judging Team

Each team will consist of 2 – 3 speech judges and a room manager. Each team will be assigned to a specific classroom and will be evaluating one student at a time using the U.S. Academic Decathlon Speech Evaluation Form - Scantron (see sample on page 10). Each judge will evaluate the student individually, and only speech judges will evaluate the speeches. The scores of the speech judges will be averaged together to form one score for each student.

Schedule

Please be sure to time accurately for a fair competition and release students ON TIME. Stopwatches or timers will be provided to time the two speeches (prepared and impromptu). All students **must** receive the same amount of time for each speech unless they arrive late for their scheduled appointment.

Time Rules

- Time speeches precisely
- Admit and dismiss students according to established schedule
- Each student is allotted 9 - 10 minutes in the speech room
 - 1 minute for introductions/instructions
 - **3 ½ to 4 minutes for prepared speech**
 - fifteen seconds to set up for impromptu speech
 - 1 minute impromptu speech preparation
 - **1 ½ to 2 minutes for the impromptu speech**
 - fifteen seconds to thank and dismiss the student
 - 1 ½ minutes to score the two speeches and prepare for the next student

10 minutes total for each student's speeches and scoring session

General Rules:

1. NOTE CARDS may be used, but speech should not be read.
2. GESTURES are acceptable, but PROPS are not allowed.
3. Speech must be given while STANDING unless a handicapping condition prevents this.
4. The Prepared speech must be researched, developed and delivered by the decathlete.

5. The speech cannot have been used in any competition other than during the current year's Academic Decathlon.
6. Under no circumstances may a judge ask a student what school or area he/she is from.
7. There are specific guidelines regarding the length of the two speeches. If either the prepared or impromptu speech is not within the proper time limit, a time violation "must be" assessed by "all" judges.
8. If a judge knows a student, recognizes the name of the student, or if he/she has any other type of bias toward that student, the judge should disqualify him/herself for that round. Note this on Scantron sheet and return with other scored sheets.
9. Judges may discuss a student's performance after the student has left the room, but each judge must take responsibility for making his/her own mind. No one judge should be responsible for the other judges' decisions.
10. Teams of speech judges are not to reach consensus regarding a student's performance. Each speech judge must score the student's performance independently of the other judges' feedback.
11. Volunteers are not to applaud or provide any written or verbal praise or recommendations to a student's speech.
12. Speeches are not to be rank ordered with other speeches. Each prepared and impromptu speech is to be evaluated independently based on its own merits using the rubric located on the Scantron.

Specific Procedure To Be Followed In Each Speech Room

- Room Manager welcomes student and checks that decathlete information coincides with roster/schedule.
- Judges introduce themselves to student.
- Room Manager briefly explains procedure to student (review script).
- Judges take new score sheet and write their own first name and the decathlete's name and I.D. number in the designated location.
- Room Manager explains timing procedure and timing cards. Room Manager will signal student to START prepared speech ("*You may begin*"). Room Manager starts stopwatch or timer, uses timing cards at appropriate times, and signals student to END prepared speech.
- Room Manager instructs the student to go to the Impromptu Table to prepare his/her impromptu speech. Once the student turns over the Impromptu Card, he/she will have one minute to prepare an impromptu speech. Impromptu cards/topics are rotated for each decathlete.

- Room Manager starts timing impromptu preparation time (1 minute) once the decathlete turns the impromptu sheet over. Room Manager will end the one minute preparation time by announcing “time.”
- Room Manager “collects” impromptu card from decathlete and explains the timing procedure for their impromptu speech.
- Room Manager will signal student to START impromptu speech (“*You may begin*”). Room Manager starts timing when the decathlete begins his/her speech, uses timing cards at appropriate times, and signals student to END prepared speech.
- Room Manager will thank the Decathlete and escort the decathlete out of the room.
- Room Manager will announce both times to the judges after the decathlete leaves the room.
- Room Manager will then place a new Impromptu Card face down on the Impromptu table for next decathlete.
- BE SURE THE DECATHLETE LEAVES ON SCHEDULE.
- Judges should not leave the room at any time EXCEPT DURING BREAK.
- **JUDGES:** Enter proper information at the top of each form. Turn in score sheets to Room Manager at the END of each judging session. Use a new Speech Evaluation Form for each decathlete. **For decathletes who do not appear, write “No Show” or “Absent” at the top of the form and give to Room Manager to return with scored Scantrons.**
- **ROOM MANAGERS:** Collect all score sheets from the judges. Collate so that the three score sheets for each student are together. Include sheets for “No Shows.” Insert in envelope provided and place in folder on door for pick up at designated times.
- **FINAL REMINDERS:**
BE AN OBJECTIVE JUDGE—you may discuss scoring with one another, BUT your score should be your individual decision not a consensus.

Maintain a professional judging environment by disqualifying yourself if you should happen to know a contestant. BE SURE to treat each decathlete in the same manner. Maintain your objectivity throughout the day and HAVE FUN!

Thank you for volunteering for this event. We appreciate your time!

SCRIPT FOR SPEECH ROOM MANAGER

1. "Welcome to the speech room. My name is _____, and I am the Room Manager for the panel of judges."
2. "I would like to introduce the judges. They are:
1 _____
2 _____
3 _____
4 _____
3. "Please tell us your first name and your identification number."
4. "You'll be speaking from the front of the room. You will give two speeches: a 3 ½ to 4-minute prepared speech and a 1 ½ to 2-minute impromptu speech. I'll give you a list of topics to select from for the impromptu speech after you have finished your prepared speech."
5. "During your prepared speech, I will hold up a blue 1 minute card (*show card to decathlete*) when you have 1 minute remaining and a pink 30 seconds card (*show card to decathlete*) to let you know you have 30 seconds remaining. When 4 minutes have transpired, I will hold up the white "time" card." (*show card to decathlete*). (A courtesy time of 10 seconds will be extended past the four minutes to allow the decathlete to wrap-up the speech, but he/she will be assessed a penalty if 4:00 minutes is exceeded. If the decathlete goes beyond 4 minutes and 10 seconds, you must say, "Stop," even if the speech is not finished.)
6. "Ready, please begin." (*Start stopwatch when the decathlete begins speaking. If decathlete doesn't begin promptly, ask him/her to start. Raise the 1-minute card at 3 minutes, the 30 seconds card at 3 ½ minutes, and the TIME card at 4 minutes. Stop the decathlete if he/she continues past 4 minutes and 10 seconds by saying, "Stop."* Tell the judges how much time the decathlete used for his/her speech and assess the penalty if necessary.)
7. "There is a sheet with several impromptu topics located on the table/desk (*point to the table/desk*). You are to turn over the sheet and select one of the topics. After turning the impromptu sheet over, you will have one minute to select and prepare your impromptu speech. When you begin your speech, please be prepared to let the judges verbally know which topic you have chosen. Your time will begin once you begin your speech ... after you let the judges know which topic you have chosen. I will raise the blue 1-minute card to let you know when you have 1-minute remaining and the pink 30-seconds card to let you know when you have 30-seconds remaining. I will raise the white TIME card when 2 minutes have expired." (*Stop the decathlete if he/she continues past 2 minutes and 10 seconds. Please inform the judges of the amount of time used by the decathlete for his/her speech and assess penalty if necessary.*)
8. (*After the decathlete turns over the impromptu sheet*) "You now have one minute to select and prepare your speech. There is paper and a pencil on the desk, (*which you have placed there*) which you may use to write down some quick thoughts." (*Call time after one minute and Reset the stopwatch.*)
9. "Before you begin your speech and time begins, please let the judges know which topic you have chosen. Your time will begin once you begin your speech - after you let the judges know which topic you have chosen."
10. "Ready, begin." (*Start the stopwatch when the decathlete begins his/her speech. Raise the 1-minute card 1 minute into the speech. Raise the 30 seconds card at 1 ½ minutes and the TIME card at 2 minutes. Stop the decathlete if he/she continues past 2 minutes and 10 seconds. Tell the judges how much time the decathlete used for his/her speech.*)
11. "Thank you. You may now leave the room and go to your next assignment." (*Give judges the remaining time to complete their scoring before admitting a new decathlete to the room. Keep strict adherence to the time schedule.*)

TIME FORMAT AND ROOM SETUP

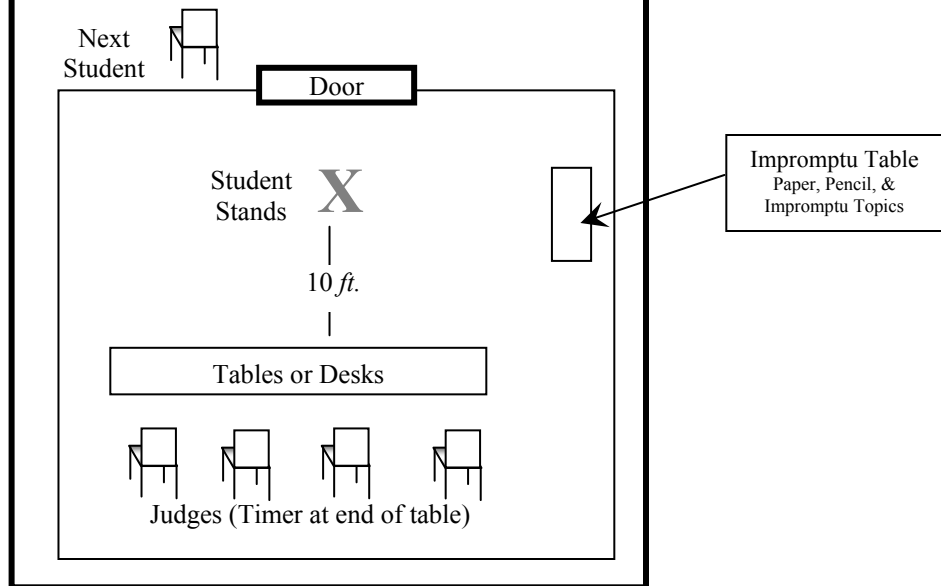
TIME FORMAT

Time allotted each student

Time for introductions and review of procedures (script).....	1 minute
Prepared Speech	4 minutes
Transition to and from Impromptu table	15 seconds
Select & Prepare Impromptu	1 minute
Impromptu Speech.....	2 minutes
Thank you & dismissal.....	15 seconds
Judges Complete Scoring	1 ½ minutes
<hr/>	
Total Time	10 minutes

ROOM SETUP

Approx. ten feet distance between student and judges' table



- Desks may be used in place of tables.
- Look to make sure that decathletes are not facing a window/door that could distract them during their presentation.

SPEECH COMPETITION DESCRIPTION

OBJECTIVES

- To assess the decathlete's ability to present a speech prepared in advance in accordance with specific written criteria.
- To assess the decathlete's ability to make an impromptu speech.

CRITERIA FOR PREPARED SPEECH

Content: There is no required speech topic. Speeches must be the original work of the decathlete and must not have been used in any previous competition other than the Academic Decathlon.

Time: Length is three and one-half (3.5) to four (4) minutes. The timekeeper gives signals when one (1) minute remains (signified by blue sheet); again when thirty (30) seconds remains (signified by pink sheet); and when zero (0) time remains (signified by white sheet). There will not be a courtesy time applied. **If the speech is not within the proper time limit (i.e. 3:30 to 4:00), a time violation penalty is assessed. Penalty for the prepared speech only is -7.**

Delivery: **Over reliance on note cards where decathlete actually read some parts of the speech represents a poorly prepared speech and may not be scored above the *Fair* range in *Speech Development* category. Glancing at note cards as an occasional guide, especially if it does not detract from the presentation, should not be penalized in any way.** Gestures are acceptable, but props (including costumes) are not permitted. The decathlete must stand while delivering his/her speech. A handicap condition that prevents standing will be taken into consideration.

Evaluation: The Speech Scantron shows specific items for the decathlete's evaluation.

CRITERIA FOR IMPROMPTU SPEECH:

Content: The decathlete is given a card with three speech topics written on it. The decathlete picks one of the three topics and speaks on that topic.

Time: The impromptu speech is delivered immediately following the prepared speech. The decathlete has one minute to select and prepare the topic selection. The length of the speech is one and one-half (1.5) to two (2) minutes. The timekeeper gives signals when one (1) minute remains (signified by blue sheet); again when thirty (30) seconds remains (signified by pink sheet); and when zero (0) time remains (signified by white sheet). There will not be a courtesy time applied. **If the speech is not within the proper time limit (i.e. 1:30 to 2:00), a time violation penalty is assessed. Penalty for the impromptu speech only is -3.**

Delivery: Notes may be used. Gestures are acceptable. The decathlete must stand while delivering his/her speech. A handicap condition that prevents standing will be taken into consideration.

Evaluation: The Speech Scantron sheet shows specific items for the decathlete's evaluation.

SPEECH PENALTIES:

There is no penalty for disclosing a decathlete's school name or location. To assess any proper penalty, the speech judges must reach a consensus. Therefore, after the decathlete has completed both the prepared and the impromptu speeches and left the room, the chairperson should check that all judges agree on the assessment of any penalties for that particular decathlete. If the judges do not agree, the judges discuss the penalties, briefly, and arrive at a consensus as follows:

- The timer is the final arbiter in the case of time violations.
- Scantrons reflect that the assessed penalty is the **same** for **all** judges.

DESCRIPTORS FOR PREPARED SPEECH

EVALUATION FORM RATING SCALE

SPEECH DEVELOPMENT is the way the speaker puts ideas together so the audience can understand them. The speech is structured around a purpose and this structure must include an opening, body, and conclusion. A good speech immediately engages the audience's attention and then moves forward toward a significant conclusion. This development of speech is supported by relevant examples and illustrations, facts, and figures delivered with such smoothness that they blend into the framework of the speech to present the audience with a unified whole.

EFFECTIVENESS is measured in part by the audience's reception of the speech, but a large part is your subjective judgment of how the speech came across. You should ask yourself such questions as "Was I able to determine the speaker's purpose?" "Did the speech relate directly to that purpose?" "Was the speaker able to hold the interest of the audience?" "Was the speech subject appropriate for this particular audience?"

CORRECTNESS of language insures that attention will be directed toward what the speaker says, not how it is said. Proper use of grammar and correct punctuation will show that the speaker is the master of words being used.

APPROPRIATENESS of language refers to the choice of words that relate to the speech purpose and to the particular audience hearing the speech. Language should promote clear understanding of thoughts and should fit the occasion precisely.

SPEECH VALUE justifies the act of speaking. The speaker has a responsibility to say something meaningful and original to the audience. The listeners should feel the speaker has made a contribution to their thinking. The ideas should be important ones, although this does not preclude a humorous presentation of them.

VOICE is the sound that carries the message. It should be flexible, moving from one pitch to another for emphasis, and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.

NON-VERBAL presentation of a speech carries part of the responsibility for effective communication. The speaker's appearance should reinforce the speech whether profound, sad, humorous, or instructional. Body language should support points through gestures, expressions, and body positioning. The speaker's manner should indicate an interest in the audience and confidence in their reactions.

Sample SPEECH Evaluation Form - Scantron

USA U.S. ACADEMIC DECATHLON SPEECH EVALUATION FORM

DIRECTIONS

- USE NO. 2 PENCIL ONLY
- PLEASE -
1. MAKE DARK MARKS
 2. ERASE COMPLETELY TO CHANGE
 3. ENTER: STUDENT'S NAME AND NUMBER
YOUR NAME AND NUMBER
ROOM NUMBER
 4. MARK 1 STUDENT PER FORM

EXAMPLE:
1 0 2
10 20 30
40 50 60

STUDENT'S NAME _____

JUDGE'S NAME _____

ROOM NUMBER _____

JUDGE

1 2 3
4 5 6

STUDENT ID NUMBER

01	02	03	04
05	06	07	08
09	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	00

VOLUNTEER NUMBER

01	02	03
04	05	06
07	08	09
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51
52	53	54
55	56	57
58	59	60
61	62	63
64	65	66
67	68	69
70	71	72
73	74	75
76	77	78
79	80	81
82	83	84
85	86	87
88	89	90
91	92	93
94	95	96
97	98	99
00	01	02

PREPARED SPEECH

		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
SPEECH DEVELOPMENT	<ul style="list-style-type: none"> • ORGANIZATION • BODY • OPENING/CLOSING 	100	80	60	40	20
EFFECTIVENESS	<ul style="list-style-type: none"> • ACHIEVEMENT OF PURPOSE • INTEREST • RECEPTION 	100	80	60	40	20
CORRECTNESS	<ul style="list-style-type: none"> • GRAMMAR • PRONUNCIATION • WORD SELECTION 	100	80	60	40	20
APPROPRIATENESS	<ul style="list-style-type: none"> • WORD SELECTION AND STYLE APPROPRIATE TO THE AUDIENCE 	100	80	60	40	20
SPEECH VALUE	<ul style="list-style-type: none"> • IDEAS • LOGIC • ORIGINALITY 	100	80	60	40	20
VOICE	<ul style="list-style-type: none"> • FLEXIBILITY • VOLUME • VARIETY 	100	80	60	40	20
NON-VERBAL	<ul style="list-style-type: none"> • APPEARANCE • MOVEMENT • ASSURANCE 	100	80	60	40	20

IMPROMPTU SPEECH

		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
CONTENT	<ul style="list-style-type: none"> • ORIGINALITY • IDEAS • ORGANIZATION 	100	80	60	40	20
DELIVERY	<ul style="list-style-type: none"> • MOVEMENT/GESTURE • BODY LANGUAGE • VOICE 	100	80	60	40	20
OVERALL EFFECTIVENESS	<ul style="list-style-type: none"> • ACHIEVEMENT OF PURPOSE • VERBAL COMMUNICATION • NON-VERBAL COMMUNICATION 	100	80	60	40	20

SPEECH PENALTIES

	BOTH SPEECHES	PREPARED ONLY	IMPROMPTU ONLY	NO PENALTY
TIMING VIOLATION	-10	-7	-3	0

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FORM NO. F-14103-USAD-L

SCANTRON

Judges & Room Managers EVALUATION FORM

What was your role?: ☐ Speech Judge ☐ Room Manager (timer)

Chart: Y = Yes N = No ⑤ = Excellent ④ = Great ③ = Average ② = Below Average ① = Poor	Yes No	Rating
Questions / Comments		
1. Do you feel you were given adequate training to perform your job? Comments:	<input type="checkbox"/> Y <input type="checkbox"/> N	⑤ ④ ③ ② ①
2. What was the most critical component of the training that you found valuable?		
3. Was the time allotted sufficient for the training? Comments (suggestions):	<input type="checkbox"/> Y <input type="checkbox"/> N	⑤ ④ ③ ② ①
4. Was the time allotted sufficient for each decathlete, judging, etc. in the actual session? Comments (suggestions):	<input type="checkbox"/> Y <input type="checkbox"/> N	⑤ ④ ③ ② ①
5. Would you be willing to judge again in the future? If yes, print name and phone number at the bottom of this evaluation form. Comments:	<input type="checkbox"/> Y <input type="checkbox"/> N	

Additional comments can be made on the back of this evaluation form.

(Optional) Print Name: _____ Phone: _____

Please return completed evaluation form to the test collection center at the end of the day.

Thank you for volunteering!