

# DISTRICT 45



## Contest Workbook

## INTRODUCTION

Contestants put substantial effort into preparing their speeches for contests. The audience is expecting to be entertained and to see a well-run contest. When either contestants or the audience do not have a good experience with a contest, they are less likely to compete in or attend a subsequent contest. If there are non-Toastmasters guests in attendance at a contest, it's a good opportunity to sell the benefits of Toastmasters to them. This won't happen with a poorly run or judged contest.

There are two aspects to ensuring a successful contest. It must be well run and it must be well judged. The responsibility for ensuring those two aspects occur rests with the Contest Chair and the Chief Judge. Contests tend to be successful when everyone knows their roles and responsibilities, when speakers know the criteria against which they will be judged, when judges are trained and when there are a sufficient number of voting judges.

This workbook outlines the responsibilities for the Contest Chair and Chief Judge, what should be covered in the briefing given by each, some hints on effective judging and scripts for each of the contests. ***Please ensure you refer to the latest Toastmasters International Speech Contest Rulebook for current rules.***

### A NOTE ABOUT CHANGES

Major changes have been highlighted in yellow.

# RESPONSIBILITIES

## OVERALL RESPONSIBILITIES

### At the Club

The Vice-President of Education is responsible for ensuring that club contests are held if the club chooses to have one (see General Notes about club contests). They may choose to be either Contest Chair or Chief Judge but normally they will delegate those responsibilities to other members of the club. This is a good opportunity for club members to receive credit in the Competent Leader manual.

### At the Area

The Area Director is responsible for ensuring that the Area contests are arranged and properly conducted. The Area Director may take an active role such as Contest Chair or Chief Judge or may assign those responsibilities to other Toastmasters in the Area. The Area Director may also delegate responsibility for logistics to a club or individual but final decisions should rest with the Area Director. For example, if a club is hosting the contest, it is NOT their mandate to choose either the Contest Chair or the Chief Judge. They may make suggestions but the final choice belongs to the Area Director. **The Area Director and Contest Chair are responsible for ensuring each contestant is eligible to compete (see General Notes on Eligibility).**

**An Area MUST hold a contest even if there is only one contestant in order for the contestant to move forward. It is expected that contests are held on a break-even basis. You may charge for the contest; however, contestants are not to be charged except for any meal that is provided.**

### At the Division

As with Areas, the Division Director is responsible for ensuring that the Division contests are arranged and properly conducted. The Division Director may take an active role such as Contest Chair or Chief Judge or may assign those responsibilities to other Toastmasters (often the Area Directors) in the Division. The Division Director may also delegate responsibility for logistics to a club or individual but final decisions should rest with the Division Director. For example, if a club is hosting the contest, it is NOT their mandate to choose either the Contest Chair or the Chief Judge. They may make suggestions but the final choice belongs to the Division Director. **The Division Director should ensure that each club represented was in good standing at the time of the respective Area contest.**

**It is expected that contests are held on a break-even basis. You may charge for the contest; however, contestants are not to be charged except for any meal that is provided.**

### At the District

It is the responsibility of the Program Quality Director to organize the contests. Normally, Division Directors are assigned the responsibilities of Contest Chair and Chief Judge for each contest. The District will provide certificates of participation, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place certificates as well as trophies for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.

## GENERAL NOTES:

1. A club may choose its representatives for the next level any way they please. However, if an official contest is held, the club must abide by the rules of the contest. This means if a contestant is disqualified for any reason, that contestant cannot move on to the Area contest.
2. It is, therefore, recommended that if you only have the number of contestants that could move on (two in an Area with 4 or fewer clubs and one in an Area with 5 or more clubs), then you do **not** hold an official contest. If you wish, you can conduct it as though it was a contest but it must be made clear that this is being done for practice purposes and it is not an official contest. You may hold a mock contest even if you have more than the minimum number of contestants.
3. Judges are to remain as anonymous as possible. Do not, at any point during the event, ask judges to stand and be recognized. You may ask for a general round of applause for all those who assisted in the contest. Names of any judges, except the Chief Judge, are NOT to be included in the program. (See page xx for required number of judges.)
4. For the Table Topics contest, the Contest Chair is responsible for determining the table topics question. An appropriate question is one that can be answered by all contestants and allows different approaches to be used in answering. The purpose of the Table Topics contest is not to try and stump contestants but rather to determine how well a contestant can organize their thoughts in response to the question. Try to avoid questions such as “Your best...”, “the most...”, etc. Also, make sure there are not two questions in the one question. The question should not be too long as it has to be read twice to every contestant. Contestants may see the written question if they choose. At the Club level, ask an experienced member who is not competing to review the question. At the Area and Division levels, ask the Director to review the question and at the District level, ask the PQD to review the question.
5. When the Table Topics or Evaluation contest is held immediately following the International or Humorous Speech contest, modify the script to recognize that some of this information has been given before. For example, you could say “...at the Area contest to be held as previously mentioned at..... Another example is with phones. If there is a break between the contests, you could say “If anyone turned on their phone during the break, please make sure you’ve turned it off again.” If there is no break, you would not need to read that particular paragraph.
6. For the Evaluation Contest, the Contest Chair is responsible for choosing a test speaker. The speech should be from the Competent Communicator manual and ideally should be given by a member presenting that project for the first time. DO NOT try to find the best speaker possible who will then give the best speech possible. It is not the intent of the evaluation contest to stump the contestants but rather to see how well they are able to provide a good evaluation with recommendations to the test speaker. The test speaker should not be known until he or she is introduced to give the test speech. It is recommended that the test speaker not be from the same club as contestants.
7. Kits can be downloaded from the Toastmasters bookstore. If you download and print certificates from the download, use either card stock or a heavy bond paper.

## 8. Eligibility

- a. One of the changes that will affect each contest above the club level is eligibility. Because there is no longer a grace period, a contestant must be in good standing in a club in good standing. This means that the contestant's dues must be paid by the date of the contest and the club must have submitted dues for at least 8 members and show as in good standing. The contest chair can check eligibility by going to Leadership Central and clicking on [Eligibility Checker](#). To use the Eligibility Checker, you will need to know the member number. Contestants should be advised to bring their member number with them. Alternatively, the Area or Division Director can download the membership list and check eligibility. This needs to be done the day of the contest since dues are updated daily. You will need to have access to the Internet at your contest site and you will need to allow time to check the eligibility.
  - b. **Eligibility** – If a club allows online participation, a contestant can compete in the contest at the club level online. They must compete in person. They cannot submit a recording – they must be present online. Above the club level, all contestants must compete in person at the contest site.
9. **Props** – Contestants must advise the contest chair **in advance** if they plan to use props. Props need to be set up during the minute of silence before the speech and taken down in the minute of silence following the speech. Contestants must demonstrate **in advance** of the start of the contest that they can set up and take down in one minute. If they cannot demonstrate this, they will not be allowed to use props. Contestants may have someone assist them with set up and take down but it is **not** the responsibility of any contest official to assist.
10. **Evaluation Contestant Notes** – A new form has been created for evaluation contestants to use during the five-minute preparation time. This form ensures consistency and fairness by standardizing the materials contestants can use to prepare. If there are no tables where the contestants will be during the five minute preparation period, contestants should be provided with a clip board.
11. **Results Form** – A new form was created to make the order it clearer for contest chairs when announcing results. This form is to be used instead of writing the results on a piece of paper. It can be found in the current kits that can be downloaded for free from World Headquarters (see Resources at the end of this workbook.)

## RESPONSIBILITIES OF THE CONTEST CHAIR

The Contest Chair is responsible for gathering the eligibility and originality form for each contestant, for briefing contestants, for determining speaking order, for explaining the contest to the audience and for introducing the contestants. The Contest Chair, along with the Chief Judge, is responsible for choosing the timers, counters and Sergeant-at-Arms.

Before the contest (Humorous and International), contact speakers and ask them if they have props. If so, advise them of the requirement to demonstrate to you before the contest that the props can be set up and taken down during the minute of silence. If not, they cannot use the props.

To the extent possible, the briefing should be held at least half an hour prior to the contest start. Contestants should be given the opportunity to practice in the speaking area and with sound equipment, if available. Ensure you have a copy of the current year's rulebook present when conducting the briefing. Review this in advance to become familiar with the rules. Note any changes from previous years. These responsibilities are the same at all levels.

## BRIEFING OF CONTESTANTS AND SAA GIVEN BY THE CONTEST CHAIR

When briefing contestants and the Sergeants-at-Arms:

1. Obtain the certificate of eligibility and originality from each contestant.
2. For the International and Humorous speech contests, remind contestants are responsible for their own props. Props need to be set up during the minute of silence before the speech and taken down in the minute of silence following the speech. Contestants must demonstrate in advance of the start of the contest that they can set up and take down in one minute. If they cannot demonstrate this, they will not be allowed to use props. Contestants may have someone assist them with set up and take down but it is not the responsibility of any contest official to assist. If, during the contest itself, a contestant fails to completely set up props during the minute of silence, they will be introduced at the end of the minute of silence. No additional time will be given to them.
3. At the Area, Division and District levels, ask contestants if they have competed in more than one Area contest in any Division or District (for the same contest in the same contest year). If yes, that contestant becomes ineligible as a contestant may compete in only ONE Area contest. If this happens and the alternate from the Area is present, the alternate may compete. (This may seem unnecessary but one year a speaker had competed in Area contests in D45 and in another District and thus was disqualified from the District contest.)
4. Ask contestants if they are campaigning for any elected District office for the upcoming year (this would not normally happen for the Humorous contest). If the answer is yes, that contestant becomes ineligible. If this happens and that alternate from the Area is present, the alternate may compete. Current District officers are also ineligible to compete. Note that someone expressing interest in an elected position does not automatically disqualify them from competing – they must be campaigning. Area Directors are appointed, not elected, in D45 so

having discussed the role of AD with the District Director does not disqualify them from competing.

5. Above the club level, ask contestants if they have served as a chief judge, voting judge or tiebreaking judge for the same contest elsewhere. If the answer is yes, that contestant becomes ineligible.
6. Explain the timing. Ensure contestants know where the timing lights are located and that they are comfortable with the location. If contestants feel the lights are not easily visible, the timing lights should be moved.
7. Ask if any contestant needs an audible signal due to a visual impairment (you may not be able to tell that someone has a significant enough impairment to prevent them from seeing the lights).
8. If a sound system is available, explain the procedure for wiring the contestants for sound (normally done during the minute of silence). Ask contestants whether they want to use the microphone. Contestants must also be given the opportunity to practice with the mic if they wish.
9. Explain the speaking area to contestants. It is not necessary to define a speaking area but you may do so if you wish. The contestants must be given the opportunity to become comfortable with the speaking area. If the speaking area is restricted, advise the Chief Judge of this so that judges can be briefed accordingly.
10. Explain who can lodge a protest based on originality (voting judges and contestants only). A protest must be filed with the Chief Judge or Contest Chair prior to any announcement of winners. Note that no more than 25% of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
11. Suggest to speakers that they remove their name badges or any other item that could be distracting to the audience. This is not mandatory and it should be worded as a suggestion only.
12. Ask contestants to come part way to the speaking area during the minute of silence so there is less of a delay with each speaker. For Table Topics and Evaluation, the Sgt-at-Arms should bring the next contestant into the room during the minute of silence. Make sure, however, that the contestant understands that he or she is to only come part way and should wait for your introduction before coming to the front of the room.
13. Remind contestants in the International and Humorous contests that you will introduce them by name, title of their speech, title of their speech and their name. For the Table Topics and Evaluation contests, you will introduce them by name only. For the Table Topics contest, tell them that after having shaken their hand you will read the question. The question will be read twice and contestants have the right to see it in print as well if they so desire. Do not ask contestants if they want it read twice. Tell contestants it will be read twice and follow through with that so that each contestant is treated equally. After you have read the question for the second time, repeat the contestant's name.

14. Remind contestants that you will remain standing until acknowledged by them. (If a few minutes have elapsed and you have not been acknowledged, you may sit down.) Also remind them to remain in the speaking area after their speech until you have shaken their hand.
15. For the Table Topics, the rule book states “Contestants may not use digital or other devices during the contest to gain an unfair advantage.” Contestants should be advised that they cannot use any digital device while they are out the room waiting for their turn
16. Ensure you know how to properly pronounce each speaker’s name and how they want to be introduced (e.g. Susan or Sue, Michael or Mike, etc.).
17. For the International and Humorous speech contests, verify the title of each contestant’s speech. Do not rely on the eligibility form as sometimes a speaker changes the title and forgets to change the form.
18. Advise speakers if there will be interviews after. If you are doing interviews, collect the biographical data from each speaker. Keep interviews short. It is not necessary to interview speakers. This is normally done as a way to fill time for the Chief Judge and counters to determine the winners. Particularly keep it brief after a Table Topics or Evaluation contest. Sometimes, the questions asked of the contestants during an interview are more difficult than the table topics questions and far too often speakers take even longer to answer the question than they did the contest question. You can just ask each contestant to come forward to receive the certificate of participation. At that time, you should ask them what club or Area or Division they belong to.
19. Draw for speaking order. If a contestant is absent from the briefing, the alternate may attend and draw on behalf of the contestant. Once the **contest chair is introduced**, the primary contestant is disqualified and the alternate may compete. If the contestant arrives before the contest chair starts and all paperwork is in order, the contestant may compete in the order drawn. If no alternate is present, all other contestants draw and the absent contestant gets the remaining number. If the contestant still does not arrive by the time of the contest, all other speakers with a higher number would move up one position. A speaker cannot compete if they arrive after the contest chair has been introduced even if the first speaker has not been announced.
20. Let the Sergeants-at-Arms know that they are not to let anyone into the room while a contestant is speaking. Even though the audience is told they cannot leave the room while a contestant is speaking, if it is an emergency, they must be allowed to leave.
21. For the Table Topics and Evaluation contests, let the Sergeants-at-Arms know when they should collect the next contestant. Generally, it is done as soon as one contestant finishes speaking. The next contestant can be brought into the room, miked if there is a sound system and be ready as soon as their name is called. The Sergeant-at-Arms does not need to stay out of the room during the contest.



## RESPONSIBILITIES OF THE CHIEF JUDGE

### Generally

The Chief Judge is responsible for selecting the judges. All judges must be a member in good standing. At the Area level or higher, all judges must have been a member for at least six months and must have completed at least six speeches in the Competent Communicator manual. **To the extent possible, judges should be selected in advance and not “hope for the best” at the contest. This is particularly true at the Division and District levels.** The Chief Judge must also obtain the signed Certification of Eligibility and Code of Ethics from each judge. At the Division and District levels, no chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.

At the District level, each judge should be encouraged to attend the judging workshop. As Chief Judge, it is your responsibility to ensure the judges are qualified. To the extent possible, maintain a balance of male and female judges. This does not mean that there needs to be one man and one woman from each club, Area or Division, but that there is a balance among the total number of judges.

The Chief Judge selects a tiebreaker judge who is known only to the Chief Judge. The tiebreaker judge does not attend the judge’s briefing. The Chief Judge should collect the tiebreaker’s ballot or if ballots are put in an envelope, mark the envelope to easily identify the tiebreaker’s ballot. The tiebreaker ballot should be looked at only if there is a tie. Ensure that the tiebreaking judge knows to rank **all** speakers. In the event of a tie, you are concerned with only the relative placing on the contestants in a tie on the tiebreaking ballot. For example, if two contestants are tied for second, you look to see which of those contestants was ranked higher by the tiebreaker judge and that person would then receive second place. You should work with the contest chair to select two timers and three counters.

To the extent possible, the briefing should be conducted at least a half hour before the start of the contest to ensure that judges have the opportunity to review the judging form. Ensure you have a copy of the current year’s rulebook present when conducting the briefing. Review this in advance to become familiar with the rules. Note any changes from previous years.

### Number of Judges

- **At the Club level**, there should be 5 judges.
- **At the Area level**, there should be at least 5 voting judges OR equal representation from all clubs comprising the Area. That means that if there are 4 clubs in the Area and there is a voting judge from each club, there is a sufficient number of voting judges.
- **At the Division level**, there should be at least 7 voting judges equally representing the Areas comprising the Division. That means that if there are 3 Areas, each Area should have 3 voting judges. If that is not possible, you could have 2 voting judges from each Area for a total of 6 voting judges.
- **At the District level**, there should be at least 7 voting judges equally representing the Divisions comprising the District. With 7 Divisions, one voting judge from each Division would satisfy the judging requirements. However, it would be better to have 2 voting judges from each Division.

**Note:** It is generally preferable to have more than the minimum number of voting judges although this is not always possible. At the Division and District levels, no judge is to be a member of any club in which a contestant is a member. This can cause difficulties in finding the appropriate number of judges. You need to strive to ensure there is perceived fairness regardless of how the voting judges are chosen.

## **BRIEFING OF JUDGES AND TIMERS GIVEN BY THE CHIEF JUDGE**

When briefing voting judges and timers:

1. explain the timing. Ensure timers know that when they turn on one light, the previous light should be turned off so there is only one light on at a time. Remind voting judges they are to ignore timing and are to judge based on the merits of the speech.
2. If a speaking area is designated, explain the speaking area to judges. A speaker is not disqualified if he or she goes outside the speaking area but the judges may want to reflect it in their scores.
3. Explain who can lodge a protest based on originality (voting judges and contestants only). Explain what substantially original means. Explain that failure to attribute a quotation does not make the speech unoriginal but that the judges might find an area to mark the speaker down. A protest must be filed with the Chief Judge prior to any announcement of winners. Note that no more than 25% of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
4. Above the club level, ensure that no voting judge or tiebreaker judge is competing at the same contest at the same level in another place. This is permitted at the club level but it should be verified at all other levels including the District level. If so, that person cannot judge (or they cannot continue to compete) and a replacement will need to be found.
5. Give the voting judges the Judge's Certification of Eligibility and Code of Ethics to complete and have them return the forms to you before the start of the contest.
6. Brief voting judges on their responsibilities. Review the Code of Ethics on the back of the judges' guide. Highlight some areas of explanation on the back of the form – what is meant by purpose, speech value, what appropriate language means, etc. Explain that the guide is just that – a guide. It will not be collected. Judges can use the ballot from left to right or from right to left. The suggested scores are a guideline only. What is important is that the judge is consistent in the way they score from speaker to speaker. Remind the judges of the percentages for each category. For the Evaluation contest, note that it is correct to assign a score of zero if there are no recommendations or no summary. For the Humorous Speech contest, remind the judges it is supposed to be a speech and not a stand-up comedy routine.
7. Remind judges they are judging on how well the speaker meets the criteria on the judging form, not on whether they agreed or disagreed with what the speaker has to say.

8. Remind judges that they are judging on how well the speaker does at this contest, not on how well they may have seen the speaker perform previously or how well they think the speaker can perform.
9. Ask judges to not sit next to contestants and to spread out among the audience.
10. Remind judges that it is their responsibility to pick a first, second and third place winner. If they have a tie, they must break that tie. If a first, second and third are not stated on the ballot (with the obvious exception of a contest with fewer than 3 speakers), the ballot will be declared invalid. Also remind judges to sign the ballot. If the ballot is not signed, it will be declared invalid.
11. Instruct the counters to stand as soon as the contest is over and to spread out over the room so they are ready to collect ballots as soon as the judges are done with their scoring.
12. Ensure the counters know the number of voting judges. If you have given the tiebreaking judge a marked envelope, you may get the counters to collect that ballot as well. It is your responsibility to collect it but as long as you will know which one it is without opening it, you can have the counters collect it.
13. Instruct the counters whether they should also collect the timer's report. It is your responsibility as Chief Judge to collect but there is no reason the counters cannot collect it.


# INSTRUCTIONS ON COMPLETING THE COUNTER TALLY FORM AND USE OF TIEBREAKING BALLOT

## Use of Counter Tally Form

The counter tally form is to be used when determining the results of the contest. Put the names of the contestant along the top and the names of the judges along the side. Put in 3 points for each first place that a contestant receives, 2 points for each 2<sup>nd</sup> place and 1 point for each 3<sup>rd</sup> place ranking. You then tally the scores for each contestant. See example 1.

### Example 1

## COUNTER'S TALLY SHEET



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Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

		Name of Contestant												
		Bill	Susan	Mary	John	Edward	Alice							
Name of Judge														
1.	Pat	3		2	1									
2.	Selena	1		3	2									
3.	Tim	2	3		1									
4.	Linda		2	3		1								
5.	David		3			1	2							
6.	Rob	2	1				3							
7.	Jen	3	2		1									
8.	Kathy				2	1	3							
9.														
10.														
Totals		11	11	8	7	3	8							

## Use of Tiebreaking Ballot

The tiebreaking ballot is to be opened only in the event of a tie. . In the event of a tie, you are concerned with only the relative placing on the contestants in a tie on the tiebreaking ballot. For example, if two contestants are tied for second, you look to see which of those contestants was ranked higher by the tiebreaker judge and that person would then receive second place. You should work with the contest chair to select two timers and three counters. In example 1, you can see there is a tie for first. You then open the tiebreaker ballot to see the relative positions of Bill and Susan. By looking at example 2, you can see that the tiebreaker judge put Susan ahead of Bill so Susan would be in 1<sup>st</sup> place and Bill would be in 2<sup>nd</sup> place. It does not matter that Bill is 4<sup>th</sup> place on the tiebreaking ballot – he still is awarded 2<sup>nd</sup> place. You then look at the relative positions of Mary and

Alice. The tiebreaker judge ranked Alice ahead of Mary so Alice would be awarded 3<sup>rd</sup> place and Mary would be in 4<sup>th</sup>. John would be 5<sup>th</sup> and Edward in 6<sup>th</sup>. It's important to keep a record of the placing of all contestants because if someone cannot attend the next level contest, you go to the next ranked speaker. If enough contestants are unable to compete at the next level, it could be the 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> place contestant who moves on.

### Example 2

**Tiebreaking Judge's Official Ballot - Humorous Speech Contest**

Name of Contestant

First Place: <u>Susan</u>	Fourth Place: <u>Bill</u>	Seventh Place: _____
Second Place: <u>John</u>	Fifth Place: <u>Alice</u>	Eighth Place: <del>_____</del>
Third Place: <u>Edward</u>	Sixth Place: <u>Mary</u>	Ninth Place: _____
		Tenth Place: _____

\_\_\_\_\_

(Signature of Judge) \_\_\_\_\_  
(Judge's Name; Please Print)

## GENERAL NOTES

- 1) Note that the phrase “unless impractical” has been removed from the required number of judges except at the club level.
- 2) At Area level, you are supposed to have equal representation from the clubs in the Area or a minimum of five judges. This means if you have four clubs, you could have four judges as long as there is one from each club. Theoretically, you would meet the requirement if you have five judges all from the same club but that certainly is not recommended. It is recommended that, if possible, you recruit judges from another Area.
- 3) At Division level, you are supposed to have equal representation from the areas in the Division or a minimum of seven judges. This means if you have three areas, you could have three judges as long as there is one from each area but you should try to have at least two judges from each Area. Theoretically, you would meet the requirement if you have seven judges all from the same area but that certainly is not recommended. It is recommended that, if possible, you recruit judges from another Division. You could also meet your required number of judges using a combination of judges from the Areas in the Division and judges from another Division.
- 4) The Chief Judge should not be a voting judge or a tiebreaking judge.

## JUDGING

Your role as a judge is to pick a winner and to abide by the Code of Ethics. It's not to evaluate the contestants. You are not listening to the speech to give recommendations for improvement. You should be listening to the speech to determine how well the contestant met the judging criteria for the specific contest.

It's important to note the Code of Ethics on the judging form. You now have to sign a Judge's Certificate of Eligibility and Code of Ethics. By signing this form, you certify that you meet the requirements to be a judge which are that you are a member in good standing and at the Area, Division and District level that you have been a member in good standing for the past six months and that you have completed at least six speeches in the Competent Communicator manual. You are also indicating that you agree to abide by the Code of Ethics which is:

1. I will demonstrate the utmost objectivity. I will consciously avoid bias of any kind in selecting first, second and third place contestants. I will not consider any contestant's club, area, division or district affiliation. Nor will I consider any contestant's age, sex, race, creed, national origin, profession or political beliefs.
2. I will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. I will support by word and deed the contest rules and judging standards, refrain from public criticism of the contest and only reveal my participation as a judge, scores and ranking in accordance with speech contest rules.
4. I am not a member of the same club as any contestant when judging at the division, district, semifinals and international levels.
5. I have no conflict of interest with any of the contestants that would cause me to be biased.

To help you reduce any bias, there are a few steps you should think about. Don't consider:

- a. Position of speaker – every speaker should have an equal chance of winning the contest. You should not mark the first speaker down to allow room for subsequent speakers. You should check your scoring occasionally to ensure that your marks have not increased with speakers without respect to better performances. This can result in later speakers being marked higher while not necessarily giving a better speech.
- b. Personal like/dislike – you should not allow your personal feelings toward a contestant influence your judging. If you cannot do this, then you should recuse yourself from being a judge.
- c. Agreement with content – you should not be considering whether you agree with what the speaker is saying. You should be looking at how well the arguments were organized, whether the speech had value and how it was presented.
- d. How speaker did previously – you are to judge the contestants based on how they perform in the particular contest you are judging. You may have heard them do a better job when giving

the same speech before. You are not judging that previous performance – you are judging how they perform on the day you are judging.

- e. Number of times speaker has competed – you should not consider how many times someone has competed before. Until such time as someone wins the World Championship of Public Speaking, they are entitled to compete as often as they want.

## JUDGING CRITERIA

The judging criteria for each contest are included on the back of the judging guide for that particular contest. It's important to review those criteria every time before you judge. By just looking at the front of the guide, you may interpret a criterion differently than what is intended. It's also important to note that different aspects of the presentation have different weighting and that this weighting is kept in mind when judging.

### International Speech Contest Judging Criteria

#### Content (50%)

**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 the speech structure 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 audience's interest held by the speaker?" "Was this speech subject appropriate for this particular audience?" Audience reception should not be determined just by laughter. Listening intently may be the appropriate audience response in many cases.

**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. Although the main idea may be something you've heard before, ask yourself if the speaker caused you to think about it in a different way.

#### Delivery (30%)

**Physical** 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 makes effective use of and stays within the designated speaking area if one has been set. The way in which the speaker is dressed is also part of physical. It does not mean that the speaker needs to be in a suit but consider whether the manner of dress is appropriate to the speech.

**Voice** is the sound that carries the message. It should be flexible, moving from one pitch level 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.

**Manner** is the indirect revelation of the speaker's real self as the speech is delivered. The speaker should speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions. This starts from the moment the speaker is introduced.

### **Language (20%)**

**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. Context must be considered when assessing language. If the speaker is quoting someone, slang may be acceptable because it fits the context of what is being said.

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

## **Table Topics Contest Judging Criteria**

### **Content (55%)**

**Speech Development** is the way the speaker puts ideas together so the audience can understand them. The Table Topics™ response is structured around a purpose, and this structure must include an opening, body and conclusion. The response is supported by relevant examples and illustrations, facts and figures, if appropriate, and is delivered smoothly.

**Effectiveness** is your subjective judgment of how the response came across. Were you able to determine the speaker's purpose? Did the speech relate directly to the given question or topic? Was the response clearly and logically presented?

### **Delivery (30%)**

**Physical** presentation of the response carries part of the responsibility for effective communication. The speaker's appearance should reinforce his or her response. Body language should support points through gestures, expressions and body positioning. The speaker makes effective use of and stays within the designated speaking area.

**Voice** is the sound that carries the message. It should be flexible, moving from one pitch level 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.

### **Language (15%)**

**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.



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

## **Humorous Speech Contest Judging Criteria**

### **Content (55%)**

**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 the speech structure 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. A stand-up comedy routine would normally not be appropriate because it may not develop an idea through the speech. It may get laughs but may not be a speech.

**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 audience's interest held by the speaker? Was this speech subject appropriate for this particular audience?"

**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.

**Audience Response** reflects the audience's reaction to the speech. Did the speech hold the audience's interest? Did people understand and laugh at the humor? You should not, however, be determining for the audience whether the humor is appropriate. If you were not offended by the humor, then it's fine. You should not mark a contestant down because you feel someone else may have been offended.

### **Delivery (30%)**

**Physical** 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 makes effective use of and stays within the designated speaking area.

**Voice** is the sound that carries the message. It should be flexible, moving from one pitch level 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.

**Manner** is the indirect revelation of the speaker's real self as the speech is delivered. The speaker should speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions.

## Language (15%)

**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.

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

## Evaluation Contest Judging Criteria

**Analytical Quality** refers to the effectiveness of the evaluation. Every evaluation should carefully analyze the strengths and weaknesses of the speaker's presentation. Were the evaluator's comments clear and logical? Did the evaluator identify specific strengths and weaknesses of the presentation? For example, telling someone they did not have good eye contact or good body language is part of analytical quality; it is not a recommendation.

**Recommendations** are an important part of an evaluation. An evaluator not only points out the strengths and weaknesses of a speech, he/she also offers specific recommendations for improvement. Recommendations should be practical, helpful and positive, and they should enable the speaker to improve his or her next presentation. If the evaluator points out an area of improvement in their analysis, they should give a concrete recommendation on how to improve. If there are no recommendations, the evaluator should not get any points in this area.

**Technique** refers to the manner in which the evaluator presents his/her comments and recommendations. An evaluator should be sensitive to the feelings and needs of the speaker, yet inspire and encourage the speaker in his/her future speaking efforts.

**Summation** is how the evaluator concludes the evaluation. The conclusion should briefly summarize the evaluator's comments and suggestions, and be positive and encouraging. The conclusion should be more than "Good job. Look forward to your next speech." If there is no summation, the evaluator should not receive any points in this area.

## SCRIPTS

(Consider highlighting the pertinent sections for the level of contest)

### FOR THE INTERNATIONAL SPEECH CONTEST

**Club Level** – Welcome to the International Speech contest for club (insert club # and name). Today (tonight) we have (insert # of speakers) competing for the right to represent the club at the Area contest. *In Areas with 4 or fewer clubs state:* The top 2 winners will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contests will compete at the Division contest which will be held (insert time and place). *In Areas with 5 or more clubs state:* The winner will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contest will compete at the Division contest which will be held (insert time and place).

**Area Level** – Welcome to the International Speech contest for Area (insert Area #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Area at the Division contest. *In Divisions with 4 or fewer Areas state:* The top 2 winners will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division speech contest will compete at the District contest which will be held (insert time and place). *In Divisions with 5 or more Areas state:* The winner will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division speech contest will compete at the District contest which will be held (insert time and place).

**Division Level** – Welcome to the International Speech contest for Division (insert Division #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Division at the District contest. The winner will compete against other Division winners at the Division contest to be held (insert time and place).

**District Level** – Welcome to the District 45 International Speech Contest. Today we have 7 contestants who have already competed successfully at their clubs, their Areas and their Divisions. The winner will compete in the semi-finals held at the International Convention for the right to represent our District in the World Championship of Public Speaking.

To provide the best environment for our contestants, I would ask that all phones or other noise making devices be turned off. Do not take any pictures during the contest. There will be an opportunity for photos after the contest. No one is permitted to enter or leave the room during a speech. If you need to leave the room, please do so during the minute of silence. However, if you do not return during the minute of silence you will be required to wait until the next minute of silence to reenter.

I will briefly explain the rules of the contest.

Each contestant is required to present a 5 – 7 minute original speech on any topic of his or her choosing. If a contestant speaks for less than 4 minutes and 30 seconds or more than 7 minutes and 30 seconds, that contestant is disqualified. Each speaker is judged by the (insert # of judges) judges against specific criteria.

Because this is a speech contest, there is no detailed introduction of the speaker. Each speaker will be introduced by name, speech title, speech title and name. Please welcome each speaker when he or she is introduced.

There will be a minute of silence between each speaker to allow judges to mark their ballots. After the final speaker, there will be silence until all judges have finished marking their ballots. When judges are finished, they should hold up their ballot for the counters to collect.

The speaker order of the contestants is.....

The contestants have been briefed. Mr./Madame Chief Judge – have the judges and other officials been briefed? The Chief Judge should respond “All judges and officials have been briefed. Let the contest begin.” If this is done, do not then say something else. You should immediately introduce the first speaker. If the Chief Judge does not say those words, you can say “All contestants, judges and other officials have been briefed. Let the contest begin.”

Our first speaker is (name, speech title, speech title, name). (Lead applause). At the conclusion of the speech, shake the contestant’s hand and announce the minute of silence. Repeat this for every speaker. At the end of the last speaker announce “We will now have silence until all the ballots have been collected”. **Do not say there will be two minutes of silence and then ask for more silence when the judges aren’t done. Do not ask at any point if all judges have finished marking their ballots. You will know that when the chief judge and the counters exit the room.** When the Chief Judge and counters have left the room, congratulate the speakers and ask for a round of applause.

## FOR THE TABLE TOPICS CONTEST

**Club Level** – Welcome to the Table Topics contest for club (insert club # and name). Today (tonight) we have (insert # of speakers) competing for the right to represent the club at the Area contest. *In Areas with 4 or fewer clubs state:* The top 2 winners will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contests will compete at the Division contest which will be held (insert time and place). *In Areas with 5 or more clubs state:* The winner will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contest will compete at the Division contest which will be held (insert time and place).

**Area Level** – Welcome to the Table Topics contest for Area (insert Area #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Area at the Division contest. *In Divisions with 4 or fewer Areas state:* The top 2 winners will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division contest will compete at the District contest which will be held (insert time and place). *In Divisions with 5 or more Areas state:* The winner will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division contest will compete at the District contest which will be held (insert time and place).

**Division Level** – Welcome to the Table Topics contest for Division (insert Division #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Division at the District contest. The winner will compete against other Division winners at the Division contest to be held (insert time and place).

**District Level** – Welcome to the District 45 Table Topics Contest. Today we have 7 contestants who have already competed successfully at their clubs, their Areas and their Divisions. The winner will have bragging rights for the next year as the best impromptu speaker in the District.

To provide the best environment for our contestants, I would ask that all phones or other noise making devices be turned off. Do not take any pictures during the contest. There will be an opportunity for photos after the contest. No one is permitted to enter or leave the room during a speech. If you need to leave the room, please do so during the minute of silence. However, if you do not return during the minute of silence you will be required to wait until the next minute of silence to reenter.

I will briefly explain the rules of the contest.

All contestants except the first contestant will be escorted from the room and will be brought back into the room when it is their turn to speak. Each contestant will be read the same table topic and will have one to two minutes to respond. The topic will be read twice and if a contestant wishes to see the topic in writing, they may do so. Any contestant who does not speak for at least one minute or who speaks for more than two minutes and thirty seconds will be disqualified. The timing does not begin until the first interaction of the contestant with the audience.

Because this is a contest, there is no detailed introduction of the contestant. Each contestant will be introduced by name only. Please welcome each contestant when he or she is introduced.

There will be a minute of silence between each contestant to allow judges to mark their ballots. After the final contestant, there will be silence until all judges have finished marking their ballots. When judges are finished, they should hold up their ballot for the counters to collect.

The speaking order for the contestants is.....

The contestants have been briefed. Mr./Madame Chief Judge – have the judges and other officials been briefed?

All participants have been briefed. Mr./Madame Sgt-at-Arms, please escort the contestants from the room.

Our first contestant is (name). (Lead applause). State the (contestant's name, question, question, contestant's name). At the conclusion of the speech, shake the contestant's hand and announce the minute of silence. Repeat this for every contestant. At the end of the last contestant announce "We will now have silence until all the ballots have been collected". **Do not say there will be two minutes of silence and then ask for more silence when the judges aren't done. Do not ask at any point if all judges have finished marking their ballots. You will know that when the chief judge and the counters exit the room.** When the Chief Judge and counters have left the room, congratulate the speakers and ask for a round of applause.

## FOR THE HUMOROUS SPEECH CONTEST

**Club Level** – Welcome to the Humorous Speech contest for club (insert club # and name). Today (tonight) we have (insert # of speakers) competing for the right to represent the club at the Area contest. *In Areas with 4 or fewer clubs state:* The top 2 winners will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contest will compete at the Division contest which will be held (insert time and place). *In Areas with 5 or more clubs state:* The winner will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contest will compete at the Division contest which will be held (insert time and place).

**Area Level** – Welcome to the Humorous Speech contest for Area (insert Area #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Area at the Division contest. *In Divisions with 4 or fewer Areas state:* The top 2 winners will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division speech contest will compete at the District contest which will be held (insert time and place). *In Divisions with 5 or more Areas state:* The winner will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division contest will compete at the District contest which will be held (insert time and place).

**Division Level** – Welcome to the Humorous Speech contest for Division (insert Division #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Division at the District contest. The winner will compete against other Division winners at the District contest to be held (insert time and place).

**District Level** – Welcome to the Humorous Speech contest for District 45. Tonight we have (insert # of speakers) competing for the bragging rights as the most humorous person in the District. Each contestant has already competed successfully at their clubs; at their Areas; and at their Division.

To provide the best environment for our contestants, I would ask that all phones or other noise making devices be turned off. Do not take any pictures during the contest. There will be an opportunity for photos after the contest. No one is permitted to enter or leave the room during a speech. If you need to leave the room, please do so during the minute of silence. However, if you do not return during the minute of silence you will be required to wait until the next minute of silence to reenter.

I will briefly explain the rules of the contest.

Each contestant is required to present a 5 – 7 minute original speech on any topic of his or her choosing. If a contestant speaks for less than 4 minutes and 30 seconds or more than 7 minutes and 30 seconds, that contestant is disqualified. Each speaker is judged by the (insert # of judges) judges against specific criteria.

Because this is a speech contest, there is no detailed introduction of the speaker. Each speaker will be introduced by name, speech title, speech title and name. Please welcome each speaker when he or she is introduced.

There will be a minute of silence between each speaker to allow judges to mark their ballots. After the final speaker, there will be silence until all judges have finished marking their ballots. When judges are finished, they should hold up their ballot for the counters to collect.

The speaking order for the contestants is.....

The contestants have been briefed. Mr./Madame Chief Judge – have the judges and other officials been briefed?

All participants have been briefed so let the contest begin.

Our first speaker is (name, speech title, speech title, name). (Lead applause). *At the conclusion of the speech, shake the contestant's hand and announce the minute of silence. Repeat this for every speaker. At the end of the last speaker announce "We will now have silence until all the ballots have been collected".* **Do not say there will be two minutes of silence and then ask for more silence when the judges aren't done. Do not ask at any point if all judges have finished marking their ballots. You will know that when the chief judge and the counters exit the room.** *When the Chief Judge and counters have left the room, congratulate the speakers and ask for a round of applause.*



## FOR THE EVALUATION CONTEST

**Club Level** – Welcome to the Evaluation contest for club (insert club # and name). Today (tonight) we have (insert # of speakers) competing for the right to represent the club at the Area contest. *In Areas with 4 or fewer clubs state:* The top 2 winners will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contest will compete at the Division contest which will be held (insert time and place). *In Areas with 5 or more clubs state:* The winner will compete against other club winners at the Area contest to be held (insert time and place). The winners of the Area speech contest will compete at the Division contest which will be held (insert time and place).

**Area Level** – Welcome to the Evaluation contest for Area (insert Area #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Area at the Division contest. *In Divisions with 4 or fewer Areas state:* The top 2 winners will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division contest will compete at the District contest which will be held (insert time and place). *In Divisions with 5 or more Areas state:* The winner will compete against other Area winners at the Division contest to be held (insert time and place). The winner of the Division speech contests will compete at the District contest which will be held (insert time and place).

**Division Level** – Welcome to the Evaluation contest for Division (insert Division #). Today (tonight) we have (insert # of speakers) competing for the right to represent the Division at the District contest. The winner will compete against other Division winners at the District contest to be held (insert time and place).

**District Level** – Welcome to the Evaluation contest for District 45. Today we have (insert # of speakers) competing for the bragging rights as the best evaluator in the District. Each contestant has already competed successfully at their clubs; at their Areas; and at their Division.

To provide the best environment for our contestants, I would ask that all phones or other noise making devices be turned off. Do not take any pictures during the contest. There will be an opportunity for photos after the contest. No one is permitted to enter or leave the room during a speech. If you need to leave the room, please do so during the minute of silence. However, if you do not return during the minute of silence you will be required to wait until the next minute of silence to reenter.

I will briefly explain the rules of the contest.

There will be a 5 – 7 minute test speech. During the test speech, the contestants may make notes using the evaluation notes form provided. At the conclusion of the test speech, all contestants will leave the room. They then have five minutes to prepare their evaluation. After five minutes, their notes form will be taken from the contestants with the exception of the first contestant. The form will be given back to each contestant as they enter the room to give their evaluation. The first contestant will be escorted back into the room when the five minutes have elapsed.

Because this is a speech contest, there is no detailed introduction of the test speaker or of contestants. The test speaker will be introduced by name, speech title, speech title name. For the contestants, I will give the name of each contestant twice. Please welcome each contestant when he or she is introduced.

There will be a minute of silence between each contestant to allow judges to mark their ballots. After the final contestant, there will be silence until all judges have finished marking their ballots. When judges are finished, they should hold up their ballot for the counters to collect.

The contestants have been briefed. Mr./Madame Chief Judge – have the judges and other officials been briefed?

All participants have been briefed so let the contest begin.

Our first speaker is (name, name). (Lead applause). *At the conclusion of the evaluation, shake the contestant's hand and announce the minute of silence. Repeat this for every contestant. At the end of the last contestant announce "We will now have silence until all the ballots have been collected".* **Do not say there will be two minutes of silence and then ask for more silence when the judges aren't done. Do not ask at any point if all judges have finished marking their ballots. You will know that when the chief judge and the counters exit the room. When the Chief Judge and counters have left the room, congratulate the speakers and ask for a round of applause.**

## LINKS

For the online rulebook:

<https://www.toastmasters.org/~media/3117F77BBF4D430B8A403ECECDD5F99F.ashx>

For speech contest FAQs

<http://www.toastmasters.org/Footer/FAQ/Speech%20Contests>

To download kits for any contest:

[http://www.toastmasters.org/search#q=contest%20kits&t=productsTab&f:SearchScope=\[Products\]&f:SearchScope:not=\[Content\]](http://www.toastmasters.org/search#q=contest%20kits&t=productsTab&f:SearchScope=[Products]&f:SearchScope:not=[Content])

To receive this workbook in Word format:

[heather@perkins.com.es](mailto:heather@perkins.com.es)