

Guide to Running an Area Speech Contest



Benefits of Contests

Contests provide club members with lots of benefits. It's also a great way to have people visit your club, an opportunity to hold a joint meeting with the clubs in your area, and in general, to get members out of their shells by getting them to speak to people not in their club. Your club can also work on two of its Distinguished Club Program (DCP) goals: contest speeches can count towards educational goals and well-run contests often bring in new members.

Who's Responsible?

At the club level, the VP Education. The area level, the area governor, division level, division governor and district level, district governor. This does NOT mean that these people run the whole contests themselves, however!!

Roles:

| | |
|------------------------|---|
| Contest Chair | Ultimately responsible for making sure that a contest actually happens. Area Governor or any Toastmaster that has the capacity to take on this responsibility. |
| Contest Master | Responsible for conducting the contest. |
| Chief Judge | Responsible for briefing the judges, timers, and working with the ballot counters. The Chief Judge is also the go-to person in the event of questions about contest rules. |
| Judges | One (1) judge per area. Eligibility: Completed 6 speeches from the Competent Communicator manual. |
| Tie Breaking Judge | Unknown to all but the Chief Judge. There is a separate ballot for the Tie-breaker judge which is to be used only in the event of a tie. |
| Sergeant-at-Arms (SAA) | Ideally there should be minimally two SAA for the Contest. |
| Contestants | All clubs should be committed to having a contest twice a year and sending the winners to the Area Level and beyond. It is a great way to enhance the Toastmaster experience and push oneself to reach new goals. |
| Test Speaker | Someone who gives a speech that all of the Contestants evaluate during an Evaluation contest. Ideally it is someone from a different club/Area/Division. <i>Note: The test speech should be either a contest-type speech, or taken from one of the assignments in the basic Communication and Leadership Program manual. Neither the manual project nor any objectives that the test speaker may have shall be made known to the contestants, judges, or audience.</i> |
| Timers | Two timers are required for a contest to make sure timing is conducted accurately. |
| Ballot Counters | At least two ballot counters are required to tally the votes of the judges along with the Chief Judge. |



General information:

- Every Toastmaster in good standing may compete in the Humorous Contest. For the International Speech contest, the contestant must have six speeches completed from the Communication & Leadership manual. (If your club is newly chartered, there is an exemption from the six-speech requirement). District officers are not eligible to compete at any level.
- Speech must be original and any material incorporated from other sources must be cited.
- Humor should be used to enhance the speech. A series of one-liners isn't a humorous speech.
- Props-can be used, but not before the beginning of a speech.
- Timing begins when the contestant engages in definite verbal or nonverbal communication with the audience.
- Only the judges or contestants may protest any part of a speech.

Before the Contest:

- Order your materials right away! Having the contest kits are very important to a smoothly run contest, with CURRENT RULES and CURRENT FORMS. Be sure to order a kit for each contest you are running, as the ballot forms for each contest are different. You can order online at www.toastmasters.org, by phone (949) 858-8255 or fax (949) 858-1207.
- Read the rule book and BOTH sides of the ballots for each contest.
- Post your contest information on your club's website.
- Consider the contest planning for your High Performance Leadership Project.
- If you don't have a volunteer to make a printed program, don't have one.
- Don't put the names of the judges in the program or identify them prior to the announcement
- Don't put any educational credentials like CC, ACB, in the program.



During the Contest

- Don't introduce the contestants! Just name, title, title, name.
- Contestants shouldn't wear badges or name tags.

After the contest

- Announce the contest winners at the very end because people will leave as soon as the winners are announced.
- Provide the Area Governor with the Notification of Winner form and completed Speaker Eligibility forms

Contest Supplies

Every Contest needs to have certain items to make it a success. Here is a list of things to keep in mind:

Room

- Lectern
- Flag
- Gavel
- Pens
- Audio-Visual/Sound System (if needed)
- Extension Cord (just in case for timing lights, sound equipment, etc.)

Chief Judges Packet

- Toastmaster Speech Contest Rules
- Certificates of Appreciation (Functionaries)
- Notification of Winners

Ballot Counter's Packet

- Tally Sheets (one for each contest)
 - **For dual area contests, there should be 4 tally sheets.**
- Calculators

Contest Master's Packet

- Speakers Eligibility & Originality Form
- Speakers Biographical Form
- Certificates of Participation (Contestants)
- Speaking Order Drawing Slips

Judges Packet

- Judging forms for each Contest – BOTH sides need to be copied
 - **For dual area contests, there should be 4 ballots.**
- Envelopes

Timer's Packet/Kit

- Timing Reports (two for each contest)
- 2 stop watches (one as a back-up)
 - Timing lights
- Timing cards (in the event the lights don't work)



Contest Master Briefing Notes: Contestants

- Review eligibility
- Make sure you have names and speech titles correct and pronunciation correct
- Make sure you know if any props, tables etc. are needed
- Review the timing, location of the timers and what mechanism will be used
- Give contestants time to check out sound equipment if they wish
- Remind them to make definitive beginning and endings
- Review how they will be introduced
- Review for Evaluation contestants, how they will be fetched, where they will wait (front of room? Back by door?) etc.
- Draw for speaking position

Chief Judge Briefing Notes: Judges (Tie-breaking Judge in private), Ballot Counters, SAA, Timers

A. Brief Judges

- Review Judges code of ethics
- Review eligibility – 6 speeches given, member in good standing.
- Have judges sign ballots immediately
- Review judging form
- Remind not to consider timing, previous exposure to speech or contestant
- Suggest folding ballots if you wish

B. Brief Ballot Counters

- After two minutes of silence at the end stand and begin to collect ballots
- Hold up number of fingers for the ballots you have so the chief judge can count and make sure all are collected and accounted for
- Leave room with Chief Judge when all ballots have been collected
- Complete the Ballot Counter form –
- Check that all ballots are validly completed:
 - 1) signed and with names of judge clearly legible
 - 2) have indicated 1st, 2nd and 3rd place winners
 - 3) have names of winners accurately spelledAfter eliminating any invalid ballots, one ballot counter reads the names and ranking, the other one completes the form. Then swap to double check. Total bottom and double check result.



C. Brief the Sergeant at Arms

- Make sure they know what doors have to be guarded and that if signage is needed that signs are put up
- Review where evaluation contestants are being put and whether room is comfortable and prepared
- Review who is going to escort contestants, how they will time the 5 minutes allowed when all contestants have reached the room, and who will connect with the contest master to bring contestants in.

D. Brief the timers

- Make sure the timers know what devices are being used and how to use them
- One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
- The signaling device must be in full view of each contestant.
- The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Time Record Sheet and Instructions for Timers.
- The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.



Evaluation Contest

Sergeant-at-Arms calls contest to order.

Sergeant-at-Arms calls for _____ to give inspiration & lead pledge of Allegiance.

Sergeant-at-Arms introduces Contest Master _____

CONTEST MASTER

- Opening remarks –
- Recognizes dignitaries: District/Division/Area Officers

*THE CHIEF JUDGE WILL **NOT** BE CALLED UPON TO HANDLE BRIEFING OF AUDIENCE. THE CONTEST MASTER IN SCRIPT BELOW WILL HANDLE AUDIENCE BRIEFING.*

(Announce:)

“We will have two contests: Humorous Speech Contest and the Speech Evaluation Contest. The first contest will be the Speech Evaluation Contest. When that contest has concluded we will have a 10 minute break. After the break, we will conduct the Humorous Speech Contest.”

(Announce:)

“The purposes of the Evaluation Contest are to encourage development of evaluation skills, to recognize the best as encouragement to all, and to provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

In the interests of time, we will conduct both contests using the same procedure as Toastmasters International uses in conducting the International Speech Contest. The judges, contestants, functionaries, and sergeants-at-arms have been fully briefed on the rules. The contestants have been informed of the location of the timing lights.

There will be no photography during the contest. The sergeants-at-arms are instructed to close the doors and not admit anyone while the speakers are giving their presentations. You may do so if time permits during the minute of silence between presentations. Please turn off your cell phones and pagers for the duration of this contest.

Timers, please make a last check of the timing lights

Protests are limited to judges and contestants. The decision of the judges is final.

Announcement of the results is final.



The contestants have drawn their speaking positions. The order is:

| | |
|---------|----------|
| 1 _____ | 7 _____ |
| 2 _____ | 8 _____ |
| 3 _____ | 9 _____ |
| 4 _____ | 10 _____ |
| 5 _____ | 11 _____ |
| 6 _____ | 12 _____ |

The contest will begin with a test speech. Following the test speech, the contestants will be escorted by the sergeant-at-arms to a preparation room where they will have 5 minutes to prepare their evaluations. At the end of the 5 minutes, the sergeant-at-arms will collect the notes from all of the contestants except the first one. The first contestant will be escorted back to this room to give the evaluation. The other contestants will receive their notes back as they are introduced to present their evaluations. There will be one minute of silence between contestants for the judges to mark their ballots. During that time, you may quietly enter or leave the room. Please do not talk during this time. At the conclusion of the contest, the ballot counters will collect the judges' ballots. The timers will deliver their reports to the chief judge.

Are the timers ready?

Ladies and Gentlemen, Let's give our attention to the test speech:

Please help me welcome to the lectern

Test Speaker's name: _____

Speech Title: _____

Speech Title: _____

Test Speaker's Name: _____



Shake hands with test speaker, be seated and listen to test speaker's 5-7 minute speech. Lead applause and shake their hand when speech is over. The test speaker returns to their seat.

(Announce:)

"We will now give our speech evaluation contestants five minutes to complete their evaluations. Ms./Mr. Sergeant at Arms will you please escort the contestants out of the room and time five minutes for them beginning when they are seated. When that five minutes is over, escort our first contestant back to this room.

We will also ask our timers in this room to begin timing 5 minutes."

Allow the Sergeant at Arms enough time to escort Speech Evaluation contests from room. After they have left the room, begin the following announcement.

(Announce:)

"While the evaluation contestants complete their evaluations, we will get to know our Test Speaker; please help me welcome _____(Test Speaker's name) back to the lectern."

Lead applause.

ASK THE TEST SPEAKER A FEW QUESTIONS BY USING INFORMATION PROVIDED ON THE BIOGRAPHICAL FORM.

When the timer has indicated 5 minutes are up, begin wrapping up the interview of test speaker, present certificate of appreciation and shake their hand. Lead applause. Test speaker will be seated.

(Announce:)

"We are ready to hear from our evaluation contestants. There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, WHEN I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots."



“We will now begin the Speech Evaluation Contest. Time Keepers, please time one minute of silence for the first contestant now.”

Wait for one minute of silence before announcing first contestant.

Name: _____

Evaluation Contestant Number 1, Evaluation Contestant Number 1,

Name: _____

(First contestant will give his evaluation)

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

Wait for one minute of silence before announcing next contestant.

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow one additional minute of silence for the judges to complete their ballots.

(Announce:)

“Everyone please remain silent. “The judges are instructed to complete their ballots, sign them, put them in their envelopes and hold them for collection by the ballot counters. The timers will deliver their reports to the chief judge.”

Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.

(Lead applause when Chief Judge. and Ballot Counters make their exit).

Contest Master congratulates all contestants and calls for applause.

*** Call for a 10 minute break ***

Humorous Speech Contest



Sergeant-at-Arms calls contest to order.

“Please be seated for our next contest.”

Sergeant-at-Arms introduces Contest Master _____

(Announce:)

“Now we will conduct the Humorous Speech Contest.”

(REMIND AUDIENCE :)

“The purposes of the Humorous Speech Contest are to provide an opportunity for speakers to improve their speaking abilities, to recognize the best as encouragement to all, to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the value of humor in speaking.

If you used your cell phone during the break, please ensure that it is on silent alarm or, better yet, turn it off. Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest. After the contest, please do not leave the room until it is determined that all ballots have been collected. Please check to see if any devices such as cell phone or pagers need to be turned off or silenced since the break.”

(Announce Speaking Order:)

The contestants have drawn their speaking positions. The order is:

- | | |
|---------|----------|
| 1 _____ | 7 _____ |
| 2 _____ | 8 _____ |
| 3 _____ | 9 _____ |
| 4 _____ | 10 _____ |
| 5 _____ | 11 _____ |
| 6 _____ | 12 _____ |



There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, WHEN I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.

We will now begin the Humorous Speech Contest. Time Keepers, please time one minute of silence for the first contestant now.

Wait for one minute of silence before announcing first contestant.

Note: Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence.

"Ladies and Gentlemen, our first contestant

Contestant name: _____

Speech title: _____

Speech title: _____

Contestant name: _____

(First contestant will speak)

"May we have one minute of silence (signal timer) while the judges mark their ballots."

Wait for one minute of silence before announcing next contestant.

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow one additional minute of silence for the judges to complete their ballots.



(Announce:)

“Everyone please remain silent for the judges to complete their ballots and the ballots have been collected by the Vote Counters.”

Chief Judge picks up the timer’s report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.

Contest Master congratulates all contestants as a group and calls for applause.

Ask district officers to make announcements (if in attendance)

PRESENT CERTIFICATES (by Area Governors)

- Evaluation Contest Participants
- Humorous Speech Contest Participants
- Functionaries (Not the Judges)

SHAKE HANDS

After results have been tabulated, **Contest Master** announces time disqualification, if any, without naming the contestant.

Contest Master announces winners in the order: third place, second place, and first place. *Note: All levels of contests must abide by the Speech Contest Rules which state: “In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.” In other words, even if there are only three contestants, the second and first place winners must be announced.*

(Announce:)

The first and second place winners will need to see the contest Chief Judge following announcement of winners in order to complete necessary paper work.

“And now the moment we have all been waiting for. The announcement of the winners. . .”



Awards handed out by Area Governors

- Evaluation Contest (by Area)
- Humorous Speech Contest (by Area)

READ THE WINNER INFORMATION EXACTLY AS PRINTED ON FORM.

NO MORE COMMENTS OR ANNOUNCEMENTS WILL BE MADE FOLLOWING THE ANNOUNCEMENT OF WINNERS.

STATE THE CONTEST IS ADJOURNED IMMEDIATELY FOLLOWING THE ANNOUNCEMENT OF WINNERS.

(Announce:)

“This contest is adjourned!”



Humorous Speech Contestants

| No. | Contestant | Speech Title |
|-----|------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |

Evaluation Contest

Contestant #1

Name: _____
Please Print

Evaluation Contest

Contestant #6

Name: _____
Please Print

Evaluation Contest

Contestant #2

Name: _____
Please Print

Evaluation Contest

Contestant #7

Name: _____
Please Print

Evaluation Contest

Contestant #3

Name: _____
Please Print

Evaluation Contest

Contestant #8

Name: _____
Please Print

Evaluation Contest

Contestant #4

Name: _____
Please Print

Evaluation Contest

Contestant #9

Name: _____
Please Print

Evaluation Contest

Contestant #5

Name: _____
Please Print

Evaluation Contest

Contestant #10

Name: _____
Please Print

Humorous Speech Contest

Contestant #1

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #6

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #2

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #7

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #3

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #8

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #4

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #9

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #5

Name: _____
Please Print

Title: _____
Please Print

Humorous Speech Contest

Contestant #10

Name: _____
Please Print

Title: _____
Please Print

EVALUATION CONTEST

TIEBREAKING JUDGE'S GUIDE AND BALLOT



| JUDGING ITEMS | SUGGESTED POINT VALUES | | | | | | | | | | | | | |
|---|---|--|------------------|------------------|---|---|---|---|---|---|---|---|---|----|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | | | |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Analytical Quality Clear, Focused | 40 | 28-39 | 17-27 | 0-16 | | | | | | | | | | |
| Recommendations Positive, Specific Helpful | 30 | 22-29 | 13-21 | 0-12 | | | | | | | | | | |
| Technique Sympathetic, Sensitive, Motivational | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| Summation Concise, Encouraging | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| TOTAL SCORE (100 Points Possible) | | | | | | | | | | | | | | |

(Detach and submit to counters)

Tiebreaking Judge's Official Ballot - Evaluation Contest

Name of Contestant _____

First Place: _____ Fourth Place: _____ Seventh Place: _____

Second Place: _____ Fifth Place: _____ Eighth Place: _____

Third Place: _____ Sixth Place: _____ Ninth Place: _____

Tenth Place: _____

(Signature of Judge)

(Judge's Name; Please Print)

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?

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.

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.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in placing all contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

EVALUATION CONTEST

JUDGE'S GUIDE AND BALLOT



| JUDGING ITEMS | SUGGESTED POINT VALUES | | | | / / / / / / / / / / / / / / / / | | | | | | | | | |
|---|---|--|------------------|------------------|---------------------------------|---|---|---|---|---|---|---|---|----|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Analytical Quality Clear, Focused | 40 | 28-39 | 17-27 | 0-16 | | | | | | | | | | |
| Recommendations Positive, Specific Helpful | 30 | 22-29 | 13-21 | 0-12 | | | | | | | | | | |
| Technique Sympathetic, Sensitive, Motivational | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| Summation Concise, Encouraging | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| TOTAL SCORE (100 Points Possible) | | | | | | | | | | | | | | |

(Detach and submit to counters)

Judge's Official Ballot - Evaluation Contest

Name of Contestant

First Place: _____

Second Place: _____

Third Place: _____

NOTE: Votes must be cast for first, second and third place or the ballot will be voided.

| PLACE | RANKING POINTS (for counters' use only) |
|--------------|--|
| First Place | 3 points |
| Second Place | 2 points |
| Third Place | 1 point |

(Signature of Judge)

(Judge's Name; Please Print)

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?

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.

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.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second and third place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

HUMOROUS SPEECH CONTEST

TIEBREAKING JUDGE'S GUIDE AND BALLOT



| JUDGING ITEMS | | SUGGESTED POINT VALUES | | | | | | | | | | | | | | | | | |
|--|--|---|--|------------------|------------------|---|---|---|---|---|---|---|---|---|----|--|--|--|--|
| | | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
| Speech Development Structure, Organization, Support Material | C O N T E N T 5 5 | 15 | 12-14 | 10-11 | 0-9 | | | | | | | | | | | | | | |
| Effectiveness Achievement of Purpose, Interest, Reception | | 10 | 8-9 | 6-7 | 0-5 | | | | | | | | | | | | | | |
| Speech Value Ideas, Logic, Original Thought | | 15 | 12-14 | 10-11 | 0-9 | | | | | | | | | | | | | | |
| Audience Response Attentiveness, Laughter, Interest, Reception | | 15 | 12-14 | 10-11 | 0-9 | | | | | | | | | | | | | | |
| Physical Appearance, Body Language, Speaking Area | D E L I V E R Y 3 0 | 10 | 8-9 | 6-7 | 0-5 | | | | | | | | | | | | | | |
| Voice Flexibility, Volume | | 10 | 8-9 | 6-7 | 0-5 | | | | | | | | | | | | | | |
| Manner Directness, Assurance, Enthusiasm | | 10 | 8-9 | 6-7 | 0-5 | | | | | | | | | | | | | | |
| Appropriateness To Speech Purpose And Audience | L A N G U A G E 1 5 | 10 | 8-9 | 6-7 | 0-5 | | | | | | | | | | | | | | |
| Correctness Grammar, Pronunciation, Word Selection | | 5 | 4 | 3 | 2 | | | | | | | | | | | | | | |
| TOTAL SCORE (100 Points Possible) | | | | | | | | | | | | | | | | | | | |

(Detach and submit to counters)

Tiebreaking Judge's Official Ballot - Humorous Speech Contest

Name of Contestant _____

First Place: _____ Fourth Place: _____ Seventh Place: _____

Second Place: _____ Fifth Place: _____ Eighth Place: _____

Third Place: _____ Sixth Place: _____ Ninth Place: _____

Tenth Place: _____

(Signature of Judge)

(Judge's Name; Please Print)

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.

Effectiveness is measured in part by the audience's reception of the speech, but a large part is your subjective judgement 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?

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.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in placing contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

NOTIFICATION OF CONTEST WINNER



Immediately following a speech contest, please complete this form and send it to the contest chair of the next level, if applicable.

Contest level (Check one): Club Area Division District

Date of Contest: _____ Contest Type: International Table Topics™ Humorous Tall Tales Evaluation

| Place | Name | Club No. | District | Address | City | State | ZIP Code | Country | Telephone | E-mail Address |
|------------------|------|----------|----------|---------|------|-------|----------|---------|-----------|----------------|
| 1 st | | | | | | | | | | |
| 2 nd | | | | | | | | | | |
| 3 rd | | | | | | | | | | |
| 4 th | | | | | | | | | | |
| 5 th | | | | | | | | | | |
| 6 th | | | | | | | | | | |
| 7 th | | | | | | | | | | |
| 8 th | | | | | | | | | | |
| 9 th | | | | | | | | | | |
| 10 th | | | | | | | | | | |

Submission of this information is certification that the winner and alternate are qualified for participation in the next-level speech contest by meeting the eligibility requirements set forth in the Speech Contest Rules for this contest.

Submitted by: _____

Telephone (day): _____

Title: _____

Telephone (evening): _____

Mobile/Cell: _____

E-mail address: _____



SPEECH CONTESTANT

BIOGRAPHICAL INFORMATION

Please return this biographical information before _____ to the contest chair if you are participating in a club, area, division or district speech contest, or to World Headquarters for the International contest.

1. Your full name, address and telephone number(s): _____

2. Your e-mail address: _____

3. Club name and number: _____

4. City in which you reside: _____

5. Occupation: _____

6. Employer: _____

7. Interests: _____

8. Notable accomplishments: _____

9. Your speech title: _____

10. Offices held in your club, district or Toastmasters International: _____

11. Name and address of newspaper, company publication or other particular media source you'd like press releases sent to, in the event of your victory. Include the name of a contact person.

TOASTMASTERS
INTERNATIONAL®

SPEECH CONTEST CERTIFICATE OF PARTICIPATION



WHERE LEADERS ARE MADE

Presented to

For

Date

Presenter

TOASTMASTERS
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SPEECH CONTEST

THIRD PLACE



WHERE LEADERS ARE MADE

Presented to

For

Date

Presenter

TOASTMASTERS
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SPEECH CONTEST SECOND PLACE



WHERE LEADERS ARE MADE

Presented to

For

Date

Presenter

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SPEECH CONTEST

FIRST PLACE



WHERE LEADERS ARE MADE

Presented to

For

Date

Presenter