

# PREPARED PUBLIC SPEAKING

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## Purpose and Standards

The purpose of the Prepared Public Speaking Career Development Event is to foster and develop the speaking abilities of CYAE participants as well as develop their self-confidence and contribute to their advancement in inter-personal skill attainment and leadership development.

## Contestants

- I. This contest will be open to students who were regularly enrolled in agricultural education during the current calendar year.

## Rules

- I. Eligibility
  - A. Each contestant's written production will be the result of their own efforts. Facts and working data may be secured from any source.
    1. Contestants are required to submit their written manuscript as follows:  
Three double spaced typewritten copies of the speech on 8 1/2 x 11" white paper with cover page that gives the speech title, participant's name and date. The body of the manuscript will have 1" margins. Font size must be 12 point using Arial font. Do not bind, but place a staple in the upper left corner. The bibliography will follow APA style manual for developing references. Manuscripts not meeting these guidelines could be penalized.
  - B. Public Speaking contestants will adhere to the following dress code.
    - FFA members, official FFA dress
    - 4-H members, official 4-H dress
    - Independent or grange members, dress clothes
  - C. A student may not participate in the Prepared Public Speaking or Extemporaneous Public Speaking in the same year.
- II. Subjects
  - A. Contestants may choose their own subjects for their speeches. Any current subject of agriculture which is of interest to the agricultural sector will be acceptable. Participants using a topic on a non-related agriculture subject will be disqualified.
- III. Time Limit
  - A. For seniors and intermediate each speech shall be a minimum of six minutes in length and a maximum of eight minutes. For juniors each speech shall be a minimum of four minutes in length and a maximum of six minutes. Each contestant will be allowed five minutes additional time in which they will be asked questions relating to their speech. Deductions of one point per second for anytime under five minutes 30 seconds and over eight minutes and 30 seconds. (To prevent being penalized, a contestant must speak over five minutes, 30 seconds and under eight minutes, 30 seconds).
- IV. Methods of Selecting Winner

- A. Contestants' speech order will be randomized. A contestant will be permitted to use notes while speaking, but deduction in scoring will be made for this practice. Applause shall be withheld until all contestants have spoken.
- B. Timekeeper shall be designated who will record the time used by each contestant in delivering his/her speech, noting undertime and overtime, if any, for which deductions should be made.
- C. At the time of the contest the judges will be seated in different sections of the room in which the contest is held. They will score each contestant upon delivery of the production, using the score sheet provided.
- D. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each contestant on his/her ability to answer all questions asked by judges.
- E. When all contestants have finished speaking, each judge will total his/her score on composition and delivery for each contestant. The timekeeper's record will be used in computing the final score for each contestant.
- F. Contestants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other. Judges may ask each other to clarify a given question response from speakers prior to ranking the contestants.
- G. The judges' ranking on each contestant then shall be added by the contest superintendent in view of the three judges and the winner shall be the contestant whose total ranking is the lowest. Other placings shall be determined in the same manner (low points score method of selection). In case of a tie, that individual who has the highest grand total score shall have prior rating.
- H. Contestants are not permitted to use any type of prop, chart, graph, computer, visual aide and/or musical playing instrument/equipment during their speech.

### **Explanation of Score Sheet Points**

- I. Part I - For Scoring Content and Composition
    - A. Content of the manuscript includes:
      - 1. Purpose
      - 2. Content
      - 3. Use of References
      - 4. Quality of References
      - 5. Use of Most Recent Edition of the American Psychological Association (APA) Manual
    - B. Composition of the manuscript includes:
      - 1. Organization
      - 2. Feel and Tone
      - 3. Sentence Structure
      - 4. Word Choice
      - 5. Grammar, Spelling, Writing Mechanics
  - II. Part II - For Scoring Delivery of Production
    - A. Voice includes:
      - 1. Quality
      - 2. Pitch
      - 3. Articulation
      - 4. Pronunciation
      - 5. Force
    - B. Stage presence includes:
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1. Personal appearance
  2. Poise and body posture
  3. Attitude
  4. Confidence
  5. Personality
  6. Ease before audience
- C. Power of expression includes:
1. Fluency
  2. Emphasis
  3. Directness
  4. Sincerity
  5. Communicative ability
  6. Conveyance of thought and meaning
  7. Memorization
- D. Response to questions includes:
1. Ability to satisfactorily answer the questions of the speech which are asked by the judges indicating originality, familiarity with subject and ability to think quickly.  
(Judges should meet prior to the contest to prepare and clarify the questions to be asked.)
- E. General effect includes:
1. Extent to which the speech was interesting, understandable, convincing, pleasing and held audience's attention.
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## Prepared Public Speaking CDE Manuscript Rubric – 250 points

Evaluation Criteria	Very strong evidence skill is present 5-4	Moderate evidence skill is present 3-2	Strong evidence skill is not Present 1-0	Weight	Total Score
Manuscript Content					100 possible points
Topic is important and appropriate					50 points
Current topic of interest	Topic is current or a strong evidence of personal involvement in the topic is expressed.	Topic is dated or some evidence of personal involvement has been expressed.	Topic is irrelevant for the times or unrelated to personal involvement.	x5	
Topic is relevant and within the scope of identified subjects in the CDE guide	Topic addresses an issue facing the industry of agriculture.	Topic addresses an issue that may show some relationship to the industry of agriculture.	Topic addresses an issue that is unrelated to the industry of agriculture.	x5	
Suitability of materials used					50 points
Validity of resources	Resources are from reputable sources.	Resources are from questionable sources.	Resources are from unreliable sources.	x5	
Accuracy of content	Manuscript reflects accurate statements from resources.	Manuscript reflects some misinterpretation of resource materials.	Manuscript does not reflect accurate statements based on the resources provided.	x5	
<b>Total points for this section</b>					
Manuscript Composition					150 possible points
Organization and development of content					75 points
Examples	Examples are vivid, precise and clearly explained.  Examples are original, logical and relevant.	Examples are usually concrete, sometimes needs clarification. Examples are effective, but need more originality or thought.	Examples are abstract or not clearly defined.  Examples are sometimes confusing, leaving the listeners with questions.	x5	
Being detail oriented	Is able to stay fully detail oriented. Always provides details which support the issue; is well organized.	Is mostly good at being detail oriented. Usually provides details which are supportive of the issue; displays good organizational skills.	Has difficulty being detail oriented. Sometimes overlooks details that could be very beneficial to the issue; lacks organization.	x5	
Accomplishment of purpose	The style chosen has obviously been well thought out based on the specific audience.	Most language is appropriate for the intended audience.	Some language used might be confusing for some audiences.	x5	
Grammatical accuracy					35 points
Spelling/grammar (sentence structure, verb agreement, etc.)	Spelling and grammar are extremely high quality with 2 or less errors in the document.	Spelling and grammar are adequate with 3-5 errors in the document.	Spelling and grammar are less than adequate with 6 or more errors in the document.	x7	
Manuscript written according to event format rule #1	5 points		0 points		40 points
Double-spaced on 8½"x 11" white bond paper				x2	
12 point Arial or sans serif font					
1" margins in the body of the paper.				x2	
Cover page with speech title, participant's name, state and year.					
APA style for references and bibliography As found on Purdueowl.com online writing.				x4	
<b>Total points for this section</b>					
<b>Grand Total Points</b>					

## Prepared Public Speaking CDE Presentation Rubric – 450 points

Indicators	Very strong evidence skill is present 5-4	Moderate evidence skill is present 3-2	Strong evidence skill is not present 1-0	Points Earned	Weight	Total Score
<b>Oral Communication</b>						250 possible points
A. Speaking without hesitation	Speaks very articulately without hesitation.  Never has the need for unnecessary pauses or hesitation when speaking.	Speaks articulately, but sometimes hesitates.  Occasionally has the need for a long pause or moderate hesitation when speaking.	Speaks articulately, but frequently hesitates.  Frequently hesitates or has long, awkward pauses while speaking.		x 10	
C. Tone	Appropriate tone is consistent. Speaks at the right pace to be clear.  Pronunciation of words is very clear and intent is apparent.	Appropriate tone is usually consistent.  Speaks at the right pace most of the time, but shows some nervousness. Pronunciation of words is usually clear, sometimes vague.	Has difficulty using an appropriate tone.  Pace is too fast; nervous. Pronunciation of words is difficult to understand; unclear.		x 15	
D. Command of Audience	Speaker uses power of presentation to engage and captivate the audience with the message of the speech.	Speaker presents speech as mere repeating of facts and speech comes across as a report	Speaker bores the audience with lack of enthusiasm and power to deliver the speech.		x 15	
E. Connect and articulate facts and issues	Exemplary in connecting facts and issues and articulating how they impact the issue locally and globally.  Possesses a strong knowledge base and is able to effectively articulate information regarding related facts and issues.	Sufficient in connecting facts and issues and articulating how they impact the issue locally and globally.  Possesses a good knowledge base and is able to, for the most part, articulate information regarding related facts and current issues.	Has difficulty with connecting facts and issues and articulating how they impact the issue locally and globally.  Possesses some knowledge base but is unable to articulate information regarding related facts and current issues.		x 10	
<b>Non-verbal Communication</b>						200 possible points
A. Attention (eye contact)	Eye contact constantly used as an effective connection.  Constantly looks at the entire audience (90-100% of the time).	Eye contact is mostly effective and consistent.  Mostly looks around the audience (60-80% of the time).	Eye contact does not always allow connection with the speaker.  Occasionally looks at someone or some groups (less than 50% of the time).		x 10	
B. Mannerisms	Does not have distracting mannerisms that affect effectiveness.  No nervous habits.	Sometimes has distracting mannerisms that pull from the presentation.  Sometimes exhibits nervous habits or ticks.	Have mannerisms that pull from the effectiveness of the presentation.  Displays some nervous habits – fidgets or anxious ticks.		x 10	
C. Gestures	Gestures are purposeful and effective.  Hand motions are expressive and used to emphasize talking points. Great posture (confident) with positive body language.	Usually uses purposeful gestures.  Hands are sometimes used to express or emphasize. Occasionally slumps; sometimes negative body language.	Occasionally gestures are used effectively.  Hands are not used to emphasize talking points; hand motions are sometimes distracting. Lacks positive body language; slumps.		x 10	
D. Well-poised	Is extremely well-poised.  Poised and in control at all times.	Usually is well-poised.  Poised and in control most of the time; rarely loses composure.	Isn't always well-poised.  Sometimes seems to lose composure.		x 10	
			TOTAL			

**Prepared Public Speaking CDE Response to Questions Rubric – 300 points**

Indicators	Very strong evidence skill is present 5 - 4	Moderate evidence skill is present 3 - 2	Strong evidence skill is not present 1 - 0	Points Earned	Weight	Total Score
<b>Response to Questions</b>						300 possible points
A. Speaking unrehearsed (question and answer)	Speaks unrehearsed with comfort and ease.  Is able to speak quickly with organized thoughts and concise answers.	Speaks unrehearsed mostly with comfort and ease, but sometimes seems nervous or unsure.  Is able to speak effectively, has to stop and think, and some- times gets off focus.	Shows nervousness or seems unprepared when speaking unrehearsed.  Seems to ramble or speaks before thinking.		x 10	
B. Demonstrates knowledge of topic	Answer shows thorough knowledge of the subject of the speech.  Supports answer with strong evidence.	Answer shows some knowledge of the subject.  Some evidence, but lacking in strength.	Answer shows little knowledge of the subject.  Evidence is lacking to support the answer.		x 40	
C. Examples	Examples are vivid, precise and clearly explained.  Examples are original, logical and relevant.	Examples are usually concrete, sometimes needs clarification.  Examples are effective, but need more originality or thought.	Examples are abstract or not clearly defined.  Examples are sometimes confusing, leaving the listeners with questions.		x 5	
D. Being detail oriented	Is able to stay fully detail oriented.  Always provides details which support the issue; is well organized.	Is mostly good at being detail oriented.  Usually provides details which are supportive of the issue; displays good organizational skills.	Has difficulty being detail oriented.  Sometimes overlooks details that could be very beneficial to the issue; lacks organization.		x 5	

## Prepared Public Speaking CDE Official Scorecard

Evaluation Criteria	Maximum Points	Participant 1:	Participant 2:	Participant 3:	Participant 4:	Participant 5:	Participant 6:	Participant 7:	Participant 8:
<b>A. Verbal Communication Skills (from rubric) - 250 possible points</b>									
Speaking without hesitation	50								
Tone	75								
Command of audience	75								
Connecting and articulating facts and issues	50								
<b>B. Non-verbal Communication Skills (from rubric) - 200 possible points</b>									
Attention (eye contact)	50								
Mannerisms	50								
Gestures	50								
Well poised	50								
<b>C. Response to Questions (from rubric) - 300 possible points</b>									
Speaking unrehearsed	50								
Knowledge of Topic	200								
Use of examples	25								
Being detailed oriented	25								
<b>Subtotal points</b>									
Subtotal points	750								
Less time deductions	Provided by room coordinator								
<b>Net communication skills score</b>									
Manuscript Score	250								
Net Total Points	1000								
<b>Participant Ranking</b>									