

# CONFIDENCE WHILE COMMUNICATING SPEAK-OFF

## SCORING SHEET

### Instructions

#### Time and Penalties

- Each contestant gives a three-minute prepared presentation and a one-minute impromptu comment.
- Each contestant is prompted as follows:
  - For the 3-minute presentation, a prompt signal is given at 2 minutes, 45 seconds.
  - For the 1-minute impromptu comment, a prompt signal is given at 55 seconds.
- One penalty point is assessed per second for
  - prepared speeches of more than 3 minutes, 15 seconds or less than 2 minutes, 45 seconds
  - impromptu speeches of more than 1 minute, 5 seconds or less than 55 seconds
- Contestants can use notes, but cannot have a written text. Ten penalty points are deducted if a contestant reads the speech.

#### Point Ranges

- Speech: content and presentation are evaluated. The point range is 1-5 for each category with a maximum of 80 points.
- Tie Breaker: score contestants from 1-10 on overall performance. These points are used only if a tie occurs.

#### Evaluation Suggestions

Speech Content		
<b>Introduction</b>	Interest	Did the introduction arouse audience interest?
	Purpose	Was the introduction appropriate to the subject/theme?
<b>Body</b>	Clear ideas	Did the main ideas come across clearly?
	Ideas supported	Were the supporting ideas and illustrations interesting, varied, and directly related?
	Audience identification	Was the presentation appropriate to the audience?
<b>Conclusion</b>	Effective summation	Did the conclusion summarize the main ideas and purpose?
Speech Presentation		
<b>Platform techniques</b>	Poise/confidence	Was the speaker in control of the situation? Did stage fright show? Speaker should demonstrate confidence and voice control.
	Posture	Did the speaker stand up straight or lean excessively on the podium? Were the speaker's posture and movements appropriate?
	Gestures	Were gestures used during the presentation? Gestures should be descriptive and emphatic but still appear natural.
	Audience relationship	Did the speaker develop a rapport with the audience? Did the audience respond to the speaker? Did the speaker maintain audience eye contact?
<b>Vocal Techniques</b>	Pitch/quality	Was the speaker's voice too loud or too soft? Was it well-modulated or a monotone? The speaker should use variety in power and modulation, and use these to fit the thought or emotion.
	Pace	Did the speaker's pace and speech appear to be comfortable? Did the speaker use pauses appropriately for emphasis, breath, and punctuation?
	Enunciation	Did the speaker enunciate clearly or slur words? Speech should be clear and fluent. Ignore accents.
<b>General</b>	Sincerity/Enthusiasm	Did the speaker show warmth to the audience? Did the speaker's voice convey belief in the subject matter? Was the delivery animated? Enthusiasm should be appropriate



# CONFIDENCE WHILE COMMUNICATING SPEAK-OFF SCORE SHEET

Candidate \_\_\_\_\_

Date \_\_\_\_\_ Region \_\_\_\_\_

**Prepared  
Presentation**

**Impromptu  
Comment**

3 minutes

1 minute

**Point Range: 1-5**

Content			
<b>Introduction</b>	Interest Purpose		
<b>Body</b>	Clear ideas Ideas supported Audience identification		
<b>Conclusion</b>	Effective summation		
<b>General</b>	Materials in reasonable order Subject/theme emphasized		
Presentation			
<b>Platform techniques</b>	Poise/confidence		
	Posture		
	Gestures		
	Audience relationship		
<b>Vocal techniques</b>	Pitch/quality		
	Pace		
	Enunciation		
<b>General</b>	Sincerity/Enthusiasm		
Speech Sub Total (Maximum – 80 Points)			
<b>Sub Total: Speech</b>			
Official Time			
		<b>Time</b>	
Penalty Points			
<b>Prepared Speech:</b> Deduct 1 point for each second over 3:15 or under 2:45			
<b>Prepared Speech:</b> Deduct 10 points for any speech that is read			
<b>Impromptu Speech:</b> Deduct 1 point for each second over 1:05 or under 0:55			
Penalty Points Sub Total			
<b>Sub Total: Penalty Points</b>			
Total			
<b>Total = Speech Points – Penalty Points</b>			
Tie-Breaker Points			
Overall Performance (range: 1-10)			