

ADDITIONAL INFORMATION FOR COACHES & CONTEST DIRECTORS

• **PREPARATION FOR CONTEST.** Read and follow all instructions provided in the “Information Pertaining to All Contests” section of the *PSIA Academic Handbook*. Observe and practice with students all rules and procedures delineated in the “Instructions to the Contestant” and in the “Checklist for Contest Directors.” Preparation for the Impromptu Speaking Contest should include instruction in organizational speech delivery. Teachers may create as many practice impromptu topics as they need. The topics can be tailored to fit any learning situation. Request suggestions from your participants. There are no study materials to order. Topics are provided by PSIA for District and State Meet competition. Additional practice topics are available in the study packets listed on the PSIA order forms.

• **DRESS CODE.** Contestants should wear nice clothing without school logo or the appearance of a school uniform. (See page 11 for dress code guidelines.)

• **PERSONNEL NEEDED FOR CONTEST.**

1. *Contest Director/Timekeeper.* The Contest Director may be a knowledgeable coach of contestants in the contest. **The Contest Director also serves as the Time Keeper for this contest.**

2. *Judge(s).* One OR three judges may judge a section of

9 or fewer contestants. Judges should be impartial adults (preferably a panel of 3) from no participating school.

3. **TWO Assistant Directors / Hall Monitor:** One person monitors the hall during the contest and both witness the posting of judges’ ballot rankings by the Contest Director when the contest has ended.

• **EVALUATIONS, JUDGES’ BALLOTS, and RANKING PROCEDURES.** Coaches and teachers should use the Impromptu Speaking Evaluation Sheet and the Judge’s Ballot included in the *PSIA Academic Handbook* to assist in preparing contestants for competition. **Judges may use the blank sheet of paper found in their packets to jot down notes to help them remember contestants better.** The “Ranking Procedure for all Speech Contests” follows the Impromptu Speaking section in the handbook.

• **SECTIONING.** By random placement, make sure that students from the same school are in different sections, if possible, and make sure that the first persons listed on the entry forms are not all in the same section. Academic Meet Companion is designed to sort contestants from the same school into different sections, where possible. Once speaking order has been set for a tournament, this order shall not be changed without permission from the District or State Meet Director.

INSTRUCTIONS FOR THE CONTESTANT

• **ENTRIES.** As many as THREE students from combined grade levels 7 and 8 may be entered in the IMPROMPTU SPEAKING District Contest from each school. Districts may elect to allow up to 3 students per grade level from each district, but speech sections must contain a mix of 7th and 8th graders, and ONLY the top two places from the final round advance to State.

• **ADVANCING TO STATE.** First and second place winners will advance to State. The third place winner will be the alternate. (See page 8 for complete rules. **See page 107 for an abbreviated chart for contest administration.**)

• **NATURE OF THE CONTEST.** The Impromptu Speaking Contest provides opportunities for students in grades 7 and 8 to evaluate speeches given by others; to explore the use of the voice and body in speaking situations; to examine the different purposes for speaking; to organize ideas; to prepare and deliver various speeches; and to develop self-confidence in

speaking before a live audience. (Audiences are required for this contest.) The roster of contestants provides the speaking order for the contest, which **shall not be changed** without directive from the Meet Director only. Contestants will draw three topics and have three minutes to prepare a speech, which must be presented without any notes **and without any props (anything held in hand or touched as an example)**. The contest gives participants experience in thinking, organizing, formulating clear thoughts, and delivering those thoughts to an audience effectively.

The maximum time limit for each speech is **five** minutes. There is no minimum time limit. Students who exceed the allotted five minutes shall be disqualified. Better speeches are at least three minutes in length, however.



Appropriate Gestures: The Impromptu Speaking contest rules include the following instructions: Responsive use of the body (i.e., spontaneous changes in posture, gesture, and place-to-place movement) are permissible. This active use of the body should:

- (A) be appropriate to the demands of the selection;
 - (B) be a NATURAL outgrowth from the literature to be performed;
 - (C) not call attention to itself;
 - (D) be limited in scope;
- One or two steps are acceptable during presentation. The judge's opinion in this matter is final.

• **WHAT HAPPENS IN THE CONTEST.** 1) The contest director will announce the time and place that contestants and one adult should report for evaluation pick-up and/or awards presentation. 2) As roll is called and substitutes OR alternates are checked in, each contestant will be given a card on which the letter of his/her speaking order is written, in accordance to the Contestant Roster; 3) The contest director will call speaker **A**, **without stating the student's name or school**, to draw three topics from an envelope or other container. 4) Contestants **select one of the three topics within a 60-second period.** 5) **Contestants place other 2 topics back in container.** 6) **Contestant has up to 3 minutes to plan speech either with or without paper.** 7) **Contestant hands the topic slip back to the Director who will then read aloud to the audience, including judges, the title of the contestant's topic.** 8) **Contestants deliver their speeches without notes or props within a 5-minute period.** **Because the PSIA**

events are meant to be educational, the contestants will remain in the contest room and audiences should be welcomed, but no one may enter or exit the room once the contest has started without prior written permission from the meet Director. The contestant will speak before a panel of three judges, or a single judge. All speech events are judged by an odd number of judges who rank contestants **without collaboration** with one another or the contest director. When the presentation reaches 4-1/2 minutes in length, the "30 seconds left" should be held up by the contest director, who also serves as the timekeeper, in order to assist the contestant in stopping the speech prior to the end of the 5-minute time limit. **For the preferred panel judging, the Speech Ranking Procedure must be used.** The TWO Assistant Directors/Hall Monitors will assist in placing judges' ranks on the Ranking Sheet.

• **ADVANCING TO THE FINAL ROUND.** If there are more than 9 students in the competition, two or more sections of the contest (preliminary round) will be held. The top ranked contestants from each section (top 3 if 2 section/top 2 if 3 sections) will advance to the final round. A different set of topics will be used in the final round, but all rules are the same for both rounds.

• **POSTING THE PRELIMINARY ROUND.** After judges have made their decisions in the preliminary rounds, contestants pick up their evaluations at the time and place designated on the schedule. At this time the names of the contestants advancing to the final round will be announced in random order and posted on a designated bulletin board in a random speaking order for the final round.

• **MATERIALS.** Additional practice topics are available in the PSIA Study Materials Packets (order from the Study Materials Order Form).

SAMPLE IMPROMPTU TOPICS

If I could have any superpower, it would be ...
The most memorable book I've read is ...
The best advice I have ever received is ...
Vacations on the beach are $\left\{ \begin{array}{l} \text{better} \\ \text{worse} \end{array} \right.$ than vacations in the mountains.
The best invention of the last 50 years is ...
A world without social media would be ...



PRIVATE SCHOOLS INTERSCHOLASTIC ASSOCIATION
IMPROMPTU SPEAKING
Individual Evaluation Sheet



SPEAKER ID: _____

(Contestant ID Label to be placed here AFTER judging)

SECTION # or FINAL ROUND #: _____

RULES: Contestant "A" will draw three topics from an envelope or other receptacle. Contestant will be given ONE minute to select a topic and three minutes more to consider the topic and organize thoughts on paper or note cards brought by contestants. The two other topics will be returned to the drawing receptacle within the first minute, but the chosen topic will be returned to a separate place and will not be used again. The maximum time limit for speaking is five minutes. There is no minimum time limit for the speech. Topics may be serious or humorous in nature. Notes **must not be used** during the presentation. Memorized speeches are not permitted, although interesting formats are acceptable. When Contestant "A" has completed his/her presentation, the Contestant "B" will draw three topics, etc. The judge should use the following criteria in evaluating and ranking the contestant:
 Place a checkmark (✓) in the appropriate box indicating your judgment of the contestant's speech performance. Comments should be constructive and supportive, but constructive criticism will be most helpful for the contestants.

Criteria for ranking the contestant:

- A) Effectiveness of delivery**
- B) Organization of ideas**
- C) Overall impression of the speech**

COMMENTS

	Needs Work	Satisfactory	Good	Excellent	Superior
Was presentation organized clearly and effectively? Comment:					
Was speaker's delivery smooth and articulate? Comment:					
Did speaker have adequate eye contact? Comment:					
Did speaker have a creative approach to the topic? Comment:					
Was speaker poised and confident? Comment:					
Did speaker have vocal variety? Comment:					
Was speaker interested and enthusiastic? Comment:					
Did speaker communicate with the audience? Comment:					
Did speaker use permissible body gestures as a natural outgrowth of the work? Comment:					

Make copies for each judge for the number of contestants in each section.

Judge's Signature _____

Judge's Printed Name _____



IMPROMPTU SPEAKING

Judge's Ballot

SECTION # or FINAL ROUND #: _____

RULES: A contestant will draw three topics. He/She will be given ONE minute to select a topic and three minutes more to consider the topic and organize thoughts on paper or note cards. The two other topics will be returned to the drawing envelope, but the chosen topic will be ANNOUNCED by the contest director and will not be used again. The maximum time limit for speaking is five minutes. There is no minimum time limit. Topics may be serious or humorous in nature. Notes **must not be** used during the presentation. When the first contestant has completed his/her presentation, the second contestant will draw three topics, etc.

The judge should use the following criteria in evaluating and ranking the contestant:

Criteria for ranking the contestant:

- A) Effectiveness of delivery
- B) Organization of ideas
- C) Overall impression of the speech

(Do not change speaker order without authorization from the Meet Director)

SPEAKER ORDER & Contestant ID	RANK Given by Judge	TOPIC (Abbreviate as necessary)	DIRECTOR USE ONLY: CITY / SCHOOL / CONTESTANT NAME
A			
B			
C			
D			
E			
F			
G			
H			
I			

Make copies for each judge in each section.

Judge's Signature _____

Judge's Printed Name _____