

## PREPARED SPEECH CONTEST

Prepared Speech, an individual event, recognizes participants for their ability to prepare and present clearly and effectively a series of thoughts. **The prepared speech topic will change every year. The current topic may be found on the Oklahoma SkillsUSA website.**

### ELIGIBILITY

1. A chapter may submit three secondary and three post secondary entries in this event.
2. A participant must be a paid SkillsUSA member and be enrolled in an Occupationally Specific program in which students prepare and orally present information to others as a part of the curriculum.

### CRITERIA FOR EVALUATION

Participant will be evaluated on:

- Personal appearance
- Introduction
- Gestures/mannerisms/eye contact
- Voice/grammar/pronunciation
- Conclusion
- Effectiveness/content
- Followed guidelines

### GUIDELINES

1. Participants must attend the event orientation session where they will:
  - Be given an overview of the event and the participant's responsibilities.
  - Draw an identification number indicating the order of participation (participant must wear the number during the event).
  - Review time schedule.
2. Participants will remain in the holding area until the assigned time.
3. The speech shall be from two to six minutes in length. No greater weight will be given to a speech that is six minutes long than one which is two minutes long. Time will be started when the speech begins. The timer will signal the speaker at two minutes and at five minutes. Speeches will be stopped at six minutes.
4. Note cards will be permitted. Note cards should be no larger than 5" x 8" so as not to detract from the effectiveness of the speech.
5. The participant will not mention his/her name or school.

## PREPARED SPEECH RATING SHEET

Participant Number \_\_\_\_\_

**Instructions:** Write the appropriate rating in the “Score” column. Where information or evidence is missing, assign a “0”. Total the points. Make comments to help participant identify their strengths and weaknesses.

| Evaluation Criteria                           | Poor | Fair | Good | Very Good | Excellent | Score | Comments |
|---|------|------|------|-----------|-----------|-------|----------|
| Introduction                                  | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Dress/grooming                                | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Voice<br>(pitch, temp, volume)                | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Enthusiasm                                    | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Gestures, poise, eye contact,<br>mannerisms   | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Organization<br>(logic, clarity, suitability) | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Grammar, pronunciation                        | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Close<br>(summary, conclusion)                | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Effectively covered topic                     | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |
| Followed guidelines/procedures                | 1-2  | 3-4  | 5-6  | 7-8       | 9-10      |       |          |

TOTAL \_\_\_\_\_

**Evaluators:** Please initial after rating event \_\_\_\_\_

**Event Chairperson:** Please initial after verifying total score \_\_\_\_\_