

## Judging Rules and Guidelines

The Toastmasters International Speech Contest procedures shall be used to guide the Rotary International District 5320 Speech Contest. For the Rotary clubs in District 5320, the following procedures are strongly recommended guidelines, but not requirements to run your contest.

The purpose of establishing the following guidelines is that these procedures will be used in the Area and District contests to conform to a standard, objective procedure.

There are 3 basic criteria for judging a contest. These are:

### A) Criteria

#### 1) Content (50%)

The content is the most important part of the speech and the content must relate to the theme of the contest, i.e. “**Lending a Hand.**” The contestant may interpret the theme in whichever way he/she wants to – as long as his/her interpretation is consistent throughout the speech.

- a) **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, 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. *(20 points of 100 points possible)*
- b) **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?” *(15 points of 100 points possible)*
- c) **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 contributed to their thinking. The ideas should be important ones, although this does not preclude a humorous presentation of them. *(15 points of 100 points possible)*

#### 2) Delivery (30%)

- a) **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. *(10 points of 100 points possible)*

- b) **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. *(10 points of 100 points possible)*
- c) **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. *(10 points of 100 points possible)*

### 3) Language (20%)

- a) **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. *(10 points of 100 points possible)*
- b) **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. *(10 points of 100 points possible)*

## B) Judge's Code of Ethics

- 1) Judges will demonstrate objectivity and fairness throughout judging and consciously avoid bias of any kind in selecting the winners. They will not consider any contestant's school affiliation. Nor will they consider any contestant's age, sex, race, creed, or national origin. 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.
- 4) Judges will exhibit care and heed the rules and judging standards as specified.
- 5) Judges will avoid personal opinions or bias when scoring the speaker on the objectives.
- 6) The objective of a judge is to pick a Winner.

## C) Listen Intently

Listen intently as the contestant speaks. Listen to the content. Listen to the delivery: voice modulation, gestures, and stance. Look at the audience to see their response to the speaker. You may take notes, but do not begin scoring until the speech is finished.

## D) Judge with Consistency

Read and understand the criteria for the speeches. Decide beforehand (as much as possible) how you will judge each contestant. If the first speaker is, in your opinion,



## **2) Do not Confer after the Speakers have Spoken**

There has been a tendency in the past for the judges to confer after the contest or even after each speaker speaks. Toastmasters, with years of contest experience, understand that conferring with each other after the contest is completed can make the scoring subjective and thus flawed.

First, judges may score radically different from other judges. One judge may score speakers in the 50 to 70 point range while another may have scores from 80 to 95. Another may judge on a 1 to 5 or 1 to 15 basis and not have a maximum score of 100. The individual scoring methods DO NOT make a difference – as long as each judge judges objectively and is consistent in his/her way of scoring.

However, if the judges confer after the speakers speak, then the judges may question each other's score or (like they do in other organizations) total the scores from each judge and that could bring in an unfair bias. For example one judge may score low and wide and another score high and narrow, i.e.

	<b>J#1</b>	<b>J#2</b>	<b>J#3</b>	<b>Total</b>
<b>Speaker 1</b>	50	87	95	232
<b>Speaker 2</b>	60	80	94	234

As you can see, 2 judges (J#2 and J#3) rated Speaker 1 as the winner, therefore Speaker 1 should be declared the speaker; however if the judges conferred after the speakers spoke and decided to simply total the points, Speaker #2 would be incorrectly declared the winner.

The sole purpose of judging is to determine a winner in the most objective manner possible. Confering after a contest has been completed

## **F) Proper Balloting Procedure**

### **1) Score Each Contestant**

Wait until the speaker has completed his/her speech before scoring. You may jot down some notes while the contestant is speaking, but always focus on the speech.

You have one minute after each speech to score and total the number of points for each contestant.

2) Select 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place

CORRECTNESS grammar, pronunciation, word selection	G U A G E  20	10	7-9	4-6	0-3							Speaker #4	Speaker #3	Speaker #2	Speaker #1
		TOTAL SCORE ( 100 POINTS POSSIBLE )										68	89	75	87

(Detach and submit to Counters)

**Judge's Official Ballot  
FOR ROTARY SPEECH CONTEST**

Name of Contestant:

\_\_\_\_\_ FIRST

\_\_\_\_\_ SECOND

\_\_\_\_\_ THIRD

*Note: If there is 3 or more speakers, you must write in the names of all 3 (first, second and third) place winners, otherwise your ballot will not be counted.*

\_\_\_\_\_  
(Signature of Judge)

\_\_\_\_\_  
(Judge's Name : Please PRINT)

As illustrated above, take the contestant with the most points (Speaker #3 with 89 pts.) and print his/her name on the top line (\_\_\_\_\_ First). Continue by adding the name of the contestant with the next most points on the 2<sup>nd</sup> line and the one with the 3<sup>rd</sup> most points on the 3<sup>rd</sup> line. Thus you will have:

Speaker #3 \_\_\_\_\_ First  
 Speaker #1 \_\_\_\_\_ Second  
 Speaker #2 \_\_\_\_\_ Third

Now what happens if you, yourself, have a tie? What if Speaker #3 and Speaker #1 both have 89 points. This is the only time you can be subjective. You need to decide who is the better of the two.

**Hint:** To maintain objectivity as much as possible, the Content is the most important criteria. Look at the total points for the Content. Perhaps Speaker #1 had 45 pts. and Speaker #3 had only 42 pts for Content while Speaker #1 had 5 pts. and Speaker #3 had 9 pts for Physical Appearance.

Based on the importance of the Contents, Speaker #1 should be rated as 1<sup>st</sup> Place and Speaker #3 as 2<sup>nd</sup> Place. You or one of the judges may want to discuss with the student about his dress and that it is important at the next level of competition.

After you have completed the bottom portion of the ballot and you have signed the ballot, tear off the bottom at the dash line (as shown below) and give to the Contest Chair or his/her representative who will be counting the votes. Perhaps you, as a judge, will also tabulate the results.

*(Detach and submit to Counters)*

**Judge's Official Ballot**  
**FOR ROTARY SPEECH CONTEST**

Name of Contestant: \_\_\_\_\_ **Detach at the dashed line**

**Name of Speaker #3** \_\_\_\_\_ FIRST

**Name of Speaker #2** \_\_\_\_\_ SECOND

**Name of Speaker #1** \_\_\_\_\_ THIRD

*Note: If there is 3 or more speakers, you must write in the names of all 3 (first, second and third) place winners, otherwise your ballot will not be counted.*

\_\_\_\_\_  
*(Signature of Judge)*

\_\_\_\_\_  
*(Judge's Name : Please PRINT)*

- ◆ Judges do not discuss the rules.
- ◆ Judges do not reveal their scoring worksheets.
- ◆ Ballots are signed folded in half and handed to the Ballot Counters.