

PS – Prepared Speaking

Local Advisor “Event Manager”		
Event Location		Tuesday, March 10th (Please see schedule for time and location)
Personnel		3 judges: judges will be timekeepers
Event Supplies		pens/pencils, calculators for judges, notepads for judges, stopwatch, interval times, lectern, cards with 1 min and “stop” for time remaining, appointment cards every 8 minutes
Event Supplies Brought by Competitor		- Notes on index cards for electronic notecards for interview (optional)
Registration		Secondary =
Dress Code		Official HOSA uniform or proper business attire
Orientation		<ul style="list-style-type: none"> - Explain the event to the students and how it will work - Ask for student questions - Distribute appointment times to all competitors (8 minute intervals)
Timing Overview		<ul style="list-style-type: none"> - 5 minutes maximum for prepared speech - 3 minutes for judges to complete rating sheets
Event Overview		<ul style="list-style-type: none"> - For this event, students will develop a speech related to the given topic: “Towards Tomorrow!” - Competitors shall report to the orientation for the event where they will receive their appointment time. - At their appointed interview time, each competitor will enter the event room. - Competitors will have a maximum of 5 minutes to deliver their prepared speech on the above topic. - The judge/timekeeper shall present flash cards advising the competitor of the time remaining at (1) minute and Stop - 0 time remaining. The competitor will be stopped when the five minutes are up. - The competitor will be excused and judges will be given an additional three (3) minutes to complete the rating sheet.
Scoring		<ul style="list-style-type: none"> - After each competitor leaves the room, judges will complete the rating sheet. - At the conclusion of the event, bring rating sheets to HOSA Headquarters
Special Notes		<ul style="list-style-type: none"> - Use of index cards or electronic notes are permitted. - Props may NOT be used

PREPARED SPEAKING – Judge's Rating Sheet

Section # _____ Division: ____MS ____SS ____PS/Collegiate
 Competitor # _____ Judge's Signature _____

Items Evaluated						JUDGE SCORE
A. No partial points are given in Section A. All FOUR items MUST be completed to receive 35 points. If any portion is missing, Section A is scored a 0. For more information on the all/none points, please visit: http://www.hosa.org/judge	Points for following Guidelines: <input type="checkbox"/> Speech does not exceed 5 minutes <input type="checkbox"/> Props are not used <input type="checkbox"/> Nothing shown to judges <input type="checkbox"/> Speech is given on annual topic <div style="text-align: center;"> All or nothing: 35 points Or 0 points </div>					
B. Content	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Appropriate to the Conference Theme	The conference theme is clearly revealed and well-structured into speech.	The conference theme is stated and appropriate for speech.	The conference theme is apparent and not fully threaded into speech.	The conference theme is not clearly communicated throughout speech.	No statement of conference theme in speech.	
2. Coverage of Topic	Demonstrates command of the topic throughout the speech. Discusses the topic and its significance. Uses the topic as a path for the speech. Student offers explanations and insights that enhance the understanding of the topic.	Mentions topic and its significance. Uses the topic as a path for the speech. Student offers explanations and insights that link back to the topic.	Mentions topic and briefly explains its significance.	Briefly mentions a topic but does not provide any analysis or reasoning behind the topic.	Did not include much in the way of content or a topic.	
3. Clear focus and point of view	Speech was focused and compelling to the audience.	Speech is somewhat compelling; the audience might need stronger evidence in order to gain their support.	Speech evidence was weak, there were a few moments when the audience was compelled to the points being made.	While evidence is provided to prove the main points, the evidence is not compelling and leaves the audience unengaged.	Speech lacked focus and provided no compelling evidence.	
4. Impact Strong and meaningful message	Effectively appeals to audience emotions (anger, fear, compassion, humor etc.) to deliver the message of the speech. Vivid and emotive language effectively used to create imagery to engage audience emotionally.	Appeals to audience emotions (anger, fear, compassion, humor etc.) to achieve the goal. Creates some effective imagery through language.	While much of the speech was emotionless and a bit dry there were a few moments in which the author succeeded in engaging the audience emotionally.	Few attempts were made to connect to emotional appeals, the speech is dry and lacks emotion to support the message.	No attempt was made to focus the audience on the message through emotional appeals. Fails to appeal to audience emotions. No attempt to use vivid or descriptive language to capture audience emotions	

C. Organization	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Opening Statement	The speaker clearly establishes the occasion and purpose of the speech, grabs the audience's attention and makes the audience want to listen.	The speaker introduced the speech adequately, including an attention getter and established the occasion and purpose of the speech.	The speaker introduced the topic but did not clearly establish the occasion and/or purpose of the speech. Weak attention getter.	The speaker failed to introduce the speech. Or, the introduction was not useful in indicating what the speech was about.	The speaker did not provide an opening statement.	
2. Cohesion of Body of Speech	Logical, coherent organization helped convey the speaker's message clearly. It was easy to follow and understand. Transitions were appropriate to speech and helped audience follow along.	The speaker used a logical order to deliver the message but may have minor lapses in organization. Transitions were appropriate to speech but were not as helpful to audience understanding.	The speaker attempted to use an organizational pattern, but it was not always effective. Speaker rambled at times and/or did not stay on topic.	The speech was difficult to follow due to a lack of organization and rambling. Some cohesion was demonstrated in the delivery.	The speech was not organized, and audience was not able to follow the message.	
3. Closing	The speaker prepares the audience for ending and ends memorably. They drew the speech to a close with an effective memorable statement. The speaker's message was clear.	The speaker adequately concluded the speech and ended the speech with a closing statement. Clear ending but ends with little impact.	The speaker concluded the speech in a disorganized fashion and/or did not have a closing statement. Speaker's message could have been clearer.	Audience has no idea conclusion is coming. Speaker's message was unclear.	The speaker ended the speech abruptly without an effective conclusion. Speaker had no message.	
D. Delivery	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Voice Pitch, tempo, volume, quality	The speaker's voice was loud enough to hear. The speaker varied rate & volume to enhance the speech. Appropriate pausing was employed.	The speaker spoke loudly and clearly enough to be understood. The speaker varied rate OR volume to enhance the speech. Pauses were attempted.	The speaker could be heard most of the time. The speaker attempted to use some variety in vocal quality, but not always successfully.	The speaker's voice is low. Judges have difficulty hearing the presentation.	Judge had difficulty hearing and/or understanding much of the speech due to low volume. Little variety in rate or volume.	
2. Stage Presence Poise, posture, eye contact, and enthusiasm	Movements & gestures were purposeful and enhanced the delivery of the speech and did not distract. Body language reflects comfort interacting with audience. Facial expressions and body language consistently generated a strong interest and enthusiasm for the topic.	The speaker maintained adequate posture and non-distracting movement during the speech. Some gestures were used. Facial expressions and body language sometimes generated an interest and enthusiasm for the topic.	Stiff or unnatural use of nonverbal behaviors. Body language reflects some discomfort interacting with audience. Limited use of gestures to reinforce verbal message. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced.	The speaker's posture, body language, and facial expressions indicated a lack of enthusiasm for the topic. Movements were distracting.	No attempt was made to use body movement or gestures to enhance the message. No interest or enthusiasm for the topic came through in presentation.	
3. Diction*, Pronunciation** and Grammar	Delivery emphasizes and enhances message. Clear enunciation and pronunciation. No vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone heightened interest and complemented the verbal message.	Delivery helps to enhance message. Clear enunciation and pronunciation. Minimal vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone complemented the verbal message	Delivery adequate. Enunciation and pronunciation suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Tone seemed inconsistent at times.	Delivery quality minimal. Regular verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Delivery problems cause disruption to message.	Many distracting errors in pronunciation and/or articulation. Monotone or inappropriate variation of vocal characteristics. Inconsistent with verbal message.	
Total Points (135):						

*Definition of Diction – Choice of words especially with regard to correctness, clearness, and effectiveness.

**Definition of Pronunciation – Act or manner of uttering officially