

# Instructions for Coordinating a Virtual Impromptu Public Speaking Contest

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## Basic Considerations

- The virtual contest will be conducted using Zoom with breakout rooms.
- Email will be the primary method of communication for judges, advisors and students.
- Contestants need to be in official dress when competing in the contest.
- Contestants must stand and be within the Zoom frame while giving their speech.
- Contestants are not allowed to leave the Zoom frame once they enter the Contest Zoom meeting.
- Contestants will be assigned a time to present their speech and will not be “drawing” for times.
- Both rounds will be conducted in one room. Contestants will not move rooms.
- If the judges or room host suspect the student is being cued with information, being timed, or using notes they will be disqualified.

## Responsibilities Prior to the Event:

- Create a spreadsheet and email to the chapters in your section to pre-register students one month prior to the contest.
  - Set a deadline to stop registration one week prior to ensure you have the correct number of judges.
  - The spreadsheet should have tabs for each speaking contest that asks for the contestant's name, phone number and personal email, and advisor name, email and phone number.
- Secure Judges and Room Hosts/Timekeeper for each breakout room.
  - You will need a minimum of 3 judges and 1 room host/timekeeper per breakout room.
    - The Room Host can be an Ag Teacher with students who do not compete in the contest (if possible).
    - The Room Host will not judge the contest.
  - Collect names and email addresses for each judge.
  - Email each judge and room host the following information:
    - Contest rules and instructions (samples provided)
    - Zoom Link and Password
    - Scorecards for Judges

- Host decides the scoring method.
    - Electronic Google Form Link or PDF print and scan
    - [Scorecard Templates](#)
  - Topic Randomizer Program and Timesheet to record speaking times for the Room Host
    - [Sample Timesheet](#)
- Send emails to Contestants and Advisors one week prior and two days prior to the contest.
  - Sample emails provided in the Appendix
- Email Regional Supervisor for the links to the Topic Randomizer for all rounds. It will only be shared with the Room Hosts for each breakout room one day prior to the contest.

Digital Platform & Organization:

- The Semi-Final round will occur in the morning and the Final round will occur in the afternoon.
- Sample schedule:

SEMI-FINAL ROUND SCHEDULE:

Judge Orientation – 8:15 am  
 Student Orientation – 8:40 am  
 Semi-Final Rounds Start – 9:00am  
 Finalists Announced (via email) –  
 11:30 am

FINAL ROUND SCHEDULE:

Judge Orientation – 12:00 pm  
 Final Round Starts – 12:30 pm  
 Award Announcement (Zoom) – 3:00 pm

- Breakout rooms will be set up for each of the groups. A contest will be divided into groups based on size.
  - Example # 1: for a contest with 12 participants, we use 2 breakout rooms “A” and “B” which each have 6 students assigned. The judges in each breakout room will select their top 3 students to advance to the final round. Final round will have 6 participants.
  - Example #2: for a contest with 24 participants, we use 3 breakout rooms “A”, “B” and “C” which each have 8 students assigned. The judges in each breakout room will select their top 2 students to advance to the final round. Final round will have 6 participants.
- Both the Keyword/Quote and Questions rounds will be conducted in the same breakout room, one round right after the other round..
- Three judges are needed for each breakout room and one Room Host. It is suggested to have three brand new judges for the final round.
- Students will be assigned a speaking time prior to the contest. They will be

instructed to show up 10 minutes early and be in the “waiting room” until the contest moderator allows them into the appropriate breakout room.

- Once allowed into the breakout room, the Room Host will assist the student in drawing their topics using the topic randomizer program. The Link to the randomizer program will be provided by the Regional Supervisor prior to the Section Contest.
  - Local Contest Resource: <https://flippity.net/> (Topic Randomizer)
- Three topics will be selected at random, and the candidate will have up to 30 seconds to choose their one topic from the three choices selected.
  - They will repeat this for each round as contestants will do both rounds in one breakout room.
- Once a student selects their topic, they must remain in the camera frame for the duration of their one-minute preparation time. If they leave the screen view, they will be disqualified.
- Only judges and contestants will be able to participate in the judging room. No other spectators, advisors, or parents will be allowed.
- Speeches will not be recorded.

#### Zoom Tips:

- Enable the waiting room in your settings before starting the meeting.
- Make the Room Host/Timekeepers Co-Host so they can share their screen in the breakout rooms to use the randomizer app for the contestants topic selection.
- Make sure students change their names on their screens to represent their name and chapter.
- Do not remove any students from the zoom. If they are added to the Zoom meeting ahead of time, put them back into the waiting room. If you remove the contestant from the meeting, they cannot join the same zoom meeting again as it will think they were spammed.
- Name your breakout rooms to allow for better organization.

#### Additional Tips:

- 15 minute time slots for each contestant. This allows time for judges to score, wifi connection issues and moving contestants in and out of the judging rooms.
- Both topics should be done in one room.
- Have the Room Host text the Contest Moderator when to let students into the contest room.
- Judges orientation must be mandatory
  - Make sure you let them know the importance of scoring as contestants compete.

## Appendices

### **ROOM HOST INSTRUCTIONS**

1. Monitor the Breakout Room. When it is the scheduled start time for a contestant to join, you will work with the Regional Supervisor in admitting students into each room.
2. Mute judges and unmute contestants when necessary.
3. Upon entering the room, the Room Host will use the randomizer to digitally draw three different topics for the contestant to choose from. They will have 30 seconds to choose.
  - a. Once the topic is selected, the student must write their topic down. They will not be timed for this.
  - b. After that they will have 1 minute to prepare their thoughts.
4. Announce each contestant by:  
"SPEAKER # \_\_\_\_\_" "FIRST AND LAST NAME ONLY"  
(i.e. "Speaker # 1 Mickey Mouse")
5. Before the contestant begins speaking, notify him/her that if technological issues arise with video content, you may turn off the video while still continuing to hear them speak. Explain that this sometimes reduces any distortion that the judges might be experiencing. Should the video be turned off, the contestant should continue presenting. The judges will not score body language/mannerisms from that point forward in the presentation.
6. At the conclusion of the speaking event, record any time deductions from the time keepers record for all contestants.
7. Once the judges have calculated their finals scores and determined their individual rankings, they are to submit those using the link provided to the google form. Remind the judges that there is no discussion allowed regarding individual rankings.
8. If you begin to run behind schedule, send a chat/text message to the Regional Supervisor to notify them of the delay. NOTE: If a contestant is not in complete FFA uniform, take note of it but do not interrupt the contestant. Allow the contestant to complete the contest. Notify the judges after the speaker has left the meeting room. A contestant out of uniform is automatically disqualified from the contest.

#### **TOPIC RANDOMIZER LINK:**

- **Template:** <https://flippity.net/>

## TIME KEEPER INSTRUCTIONS

1. Upon entering the room, the Room Host will use the randomizer to digitally draw three different topics for the contestant to choose from.
2. The timekeeper will give the contestant 30 seconds to choose their topic from the three randomly drawn. They will alert them when time begins and ends.
3. Once the topic is selected, the student must write their topic down. They will not be timed for this.
4. Each student will then receive 1 minute to review and prepare their thoughts on the topic they selected. The timekeeper in the room will alert the student when their preparation minute has begun, as well as, when the preparation minute ends.
  - a. Once the contestant has selected their topic and read to the judges, tell the contestant their one minute preparation time begins now.
  - b. Start the stopwatch.
  - c. Indicate "time" when it has reached one minute.
  - d. If a student finishes early with preparation time, reset stopwatch and tell the contestant they may begin.
5. After the prep time is over, reset the stopwatch or timer again for two minutes. Record the time of the speaker on the sheet provided.
6. Let the judges and room moderator know of any recorded time deductions during the scoring time at the conclusion of all contestants by sharing your Zoom screen with the scores.
  - F. Deductions of 20 points will be made from the score of each judge for speeches that are under thirty seconds or continue to speak after the timekeeper has announced "time".

### **TIMESHEET LINK for TIMEKEEPER:**

[https://docs.google.com/spreadsheets/d/1HUHEFHsKEhWkL\\_nTjoZ6sqkXX3E03u6BOlDlrO\\_bFv4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1HUHEFHsKEhWkL_nTjoZ6sqkXX3E03u6BOlDlrO_bFv4/edit?usp=sharing)

## **JUDGES GUIDE**

1. You have been assigned both the Questions Round and Keywords Round for each contestant.
  - a. In both rounds, contestants will choose topics at random using a program randomizer. The three topics are selected at random. Contestants will select one of the three to deliver a no less than 30 seconds and no more than two minute speech on.
  - b. Questions Round: 10 cards will have different questions a student may encounter from administrators, peers, teachers, news media, or the general public with regards to the FFA Program or the Agriculture Industry.
  - c. Keywords/Quotes Round: 10 cards (6 leadership or agriculture related quotes and 4 keywords pertaining to leadership or the agriculture industry).
2. Once a student has selected a card, they will then tell you which topic. Students are allowed to write their topic down for their own reference. They will not be timed in writing their topic down.
3. The student will then be given (by room moderator and time keeper) the instructions for their 1 minute preparation.
4. At the conclusion of their one minute preparation time, the time keeper will call time and they will begin their presentation.
  - a. The students will have no less than 30 seconds and no more two minutes to deliver their presentation.
  - b. At the end of the two minutes, the time keeper will call time.
  - c. Time keepers will provide you with any time point deduction during the scoring process at the conclusion of all contestants.
6. Judges will score each contestant upon delivery of the presentation, using the score sheet provided by the contest coordinator.
7. When all contestants have finished speaking, each judge will total his/her score on composition and delivery for each contestant. The timekeeper's record will be used in computing the final score for each contestant.
  - a. Contestants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other. Judges may ask each other to clarify a given question response from speakers prior to ranking the contestants.
8. Contestants are not permitted to use any type of prop, chart, graph, computer, visual aide, and/or musical playing instrument/equipment during their speech.

### **SCORECARD LINKS:**

[Scorecard Template](#)

## Sample Email Templates:

Good\_\_\_\_\_

*I hope this email finds you doing well. You are receiving this email because your name was submitted as a potential judge for the upcoming California FFA State Impromptu Public Speaking Contest that will be held on Monday, June 29th. We would like for you to participate as a judge for the contest.*

*The contest will begin at 9am and each judge will be assigned either the semi finals round at 9am or the finals round at 12:30pm. Your time commitment will be no longer than 3 hours on the day of the contest. Please plan to log in 15 minutes before judging begins. This will give us time to organize rooms and answer any questions you may have.*

*This Friday I will send you the Zoom link for the contest and a detailed PDF handout for judges. This packet will give you an idea on how the contest will be organized, it will also tell you what time you will be needed to judge and will also have all of the links needed for the contest. It is important to note that all scoring for the contest will all be done electronically. I have attached the rubric/scorecard for your review. Please print if you would like to make notes as you judge, however all judging will be done digitally.*

***If you are not able to judge, please notify me ASAP by replying to this email.***

*I appreciate you volunteering your time in helping to make the LDE's possible for our FFA members. Should you have any questions, please feel free to contact me.*

Thank you!

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Good Afternoon,

*Please find attached the final judging instructions for the California FFA State Finals Impromptu Speaking Contest. Please read through the entire packet before the contest begins on Monday. We will meet **45 minutes before the start of the contest** at 8:15am to go over any questions you may have and logistical information to allow for a successful contest.*

*Preliminary rounds begin at 9am and the finals round begins at 12:30pm. In the pdf document you will find the links for the Zoom meeting and the Scorecards, along with your assigned time to judge. Everything will be done electronically this year.*

*Please remember that this information is given to you with trust that this will not be distributed or used in any way. Thank you for your time and help in making this contest happen for CA FFA students, we appreciate you.*

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Good \_\_\_\_\_,

*Congratulations on qualifying to participate in the State Competition for the Impromptu Public Speaking Contest. It has taken a lot of hard work and dedication to make it to this point. You should be proud of your efforts!*

*The contest will start on **June 29, 2020 at 8:40 AM** with a **MANDATORY** orientation. We will be using Zoom as our delivery method. At this time we will check microphones, check thank you cards, answer questions, and clarify any last minute concerns. Teachers, feel free to join us for orientation. At the conclusion, we will ask you to log off to help reduce internet traffic on the zoom call. At 9:00 AM the contest will begin. You will be asked to log on to the Zoom call **10 minutes prior** to your speaking time. Please find attached an official letter and schedule for the day.*

***If you do not plan to compete in the State Contest, please notify me and your Ag Teacher by tomorrow at 5:00 PM.***

*It is extremely important that during this time, we say thank you to our sponsors. Typically, we would collect these cards as you check in for the contest. **During the orientation, I am going to ask that you show me your addressed and stamped thank you letter.** It will be your responsibility to drop it in the mail, when you finish the contest. Our contest sponsor is:*

*Pacific Gas and Electric Company  
Alicia Kilgore  
705 P Street  
Fresno, CA 93760-2709*

***Results will be announced on Monday June 29, 2020 on Facebook. Awards will be distributed from the FFA Center in Galt.***

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*Good Afternoon Students and Advisors,*

*This is a friendly reminder about tomorrow's contest. Please take a look at the schedule attached - it has changed.*

*The Impromptu Speaking Finals will start on Monday, June 8th **at 9 am**. There will be a short orientation beginning at 8:40am, please log in at 8:35am to ensure connection and your video and audio settings are working. Contestants should refer to the schedule that is attached for their speaking times. Please show up 10 minutes early to your scheduled contest time, once you enter the Zoom meeting, you will be in the "waiting room" and will be moved to your appropriate judging room.*

*The preliminary rounds will go from 9 am - 10:30 am. After 10:30 am, the judges will submit their scores and the top three contestants from each room to go to the final round. I will notify students and teachers via email with a new schedule for the final round along with the names of who will advance to the next round. The final round will start at 12:00pm.*

*Students may choose to sit or stand to deliver their speech. Students may use a phone, but a computer is suggested. When delivering your speech, please make sure you are in the parameters of the Zoom screen. (Please see guidelines for more details - I would suggest to stand when presenting).*

*Zoom Information that will be used the entire day:*

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*Good Morning,*

*Thank you again for participating in today's contest. All contestants did an outstanding job and should be very proud of themselves for making it to the regional level.*

*The top three from each room have been selected and will be competing in the final round. The final round will start at 12:00pm. If you are on the list, please log into Zoom 10 minutes before your scheduled time. The Zoom link is the same as this morning.*

*If you made it to the top six, please fill out the google form below. If you are using a Google Drive photo, please make sure the link is viewable/sharable:*

*We will announce the results and ranking of the top six contestants via Zoom today at 2PM (same link). Thank you again for competing and congratulations to the top six for making it to the final round.*

## JUDGE'S SCORE SHEET IMPROMPTU PUBLIC SPEAKING CONTEST

	Students' Names								
<b>PART I: For Scoring Content</b>									
Did the student clearly and effectively discuss, analyze and evaluate the selected topic?	10								
To what degree did the student address all parts of the question or quote?	10								
Did the student present an organized, logical speech?	10								
Score (on Content)	30								
<b>PART II: For Scoring Delivery of the Production</b>									
To what degree did the speaker use effective oral presentation skills (volume, diction, speed of delivery)?	10								
Was the speaker poised, sincere and comfortable in delivery?	10								
Did the speaker use effective body language (gestures, facial expression, eye contact)?	10								
To what degree did the speech exemplify professional standards of language usage and vocabulary?	10								
Did the speaker avoid slang, poor grammar, and mispronunciations?	10								
To what degree was the speaker effective and convincing in their presentation?	10								
Overall General Effect/Presence – General effect includes the extent to which the speech was interesting, understandable, convincing, pleasing, and held the audience's attention.	10								
Score: (On Delivery)	70								
TOTAL POINTS: (GROSS)	100								
*LESS TIME DEDUCTIONS: Max 20 points	Points								
TOTAL SCORE: (NET)									
RANKING:									

\* Overtime deduction based on timekeeper's record: each minute or major fraction thereof – 20 points.

\* Under time deduction based on timekeeper's record: each minute or major fraction thereof – 20 points.