



# Extemporaneous Public Speaking Handbook

## Purpose

*The Extemporaneous Public Speaking event is designed to develop the ability of all FFA members to express themselves on a given subject without having prepared or rehearsed its content in advance. This gives FFA members an opportunity to formulate their remarks for presentation in a very limited amount of time.*

## Event Rules

1. The state FFA Extemporaneous Public Speaking CDE will be limited to the winning participant in each of the FFA districts during the current school year.
2. The state FFA Extemporaneous Public Speaking event will be held at the State Leadership Conference.
3. Agriculture instructors representing each of the ten FFA districts will judge the preliminary event.
4. Four Ag Teachers will judge the final event.
5. A preliminary event will be held to determine the four finalists. Final placing will be determined by an official event conducted on stage as part of the conference program.
6. The state winner may represent the Idaho FFA Association in the National Extemporaneous Public Speaking Event during the National FFA Convention.
7. Student's individual scoring rubric in speaking events will be given back to the student.
8. Participants in need of special accommodations (disability or other health issues) must submit the Idaho State FFA Career Development Events Request for Special Accommodation Application found at the end of the General Rules and Regulations at least one month prior to the event.

## Event Format

*Event officials will randomly draw speaking order. The superintendent will announce each participant by name and in order of the drawing.*

The selection of topics will be held 30 minutes before the event. The participants will draw three specific topics, selected at random from the pool of 18, relating to the industry of agriculture. After selecting the topic they desire to speak on, all three topics will be returned for the next drawing.

Eighteen topics will be prepared by the event superintendent and will include three each from the following categories:

- Agricultural literacy and advocacy
- Current agricultural issues
- Advancing agriculture through agriculture science
- Current technology uses and applications in agriculture
- Agrimarketing and international agriculture
- Food and fiber systems

Participants will be admitted to the preparation room at 15 minute intervals and given exactly 30 minutes for topic selection and preparation.

The officials in charge of the event will screen reference material on the following basis:

- Must be limited to five items
- Printed material such as books or magazines
- Printed compilations of materials collected from Internet research
- Participants may have 10 minutes to conduct online research. Computers may be provided. Access to email, Dropbox or any prepared materials are prohibited.
- To be counted as one item, a notebook or folder of collected materials may contain no more than 100 single-sided pages or 50

pages double-sided numbered consecutively.

- References should be in original format.
- There can be no notes or speeches prepared by the participant or by another person for the purpose of use in this event. Cutting and pasting into a Microsoft Word document will be considered prepared notes.

Each speech should be the result of the participant's own effort using approved reference material which the participant may bring to the preparation room. No other assistance may be provided. Participants must use the uniform note cards provided. Any notes for speaking must be made during the 30-minute preparation period. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation.

A list of all possible topics will be given to and reviewed by the judges prior to the beginning of the event.

Each speech should be no less than four and no more than six minutes in length. An additional five minutes will be allowed for the questioner to ask related questions. The room coordinator of the event will introduce the participant by name and state. The participant may introduce his or her speech by title only. Participants will be penalized one point per second on each judge's score sheet for being over six minutes or under four minutes. Time commences when the speaker begins talking. Speakers may use a watch to keep a record of their time. Event officials or observers will give no time warnings.

The event will be conducted in two rounds: preliminary, and finals. No ranking will be given except for the final four speakers. Comment cards for all participants will be distributed at the awards function.

Timekeepers will record the time for each participant in delivering his or her speech, noting under time or over time, if any, for which deductions should be made.

At the time of the event, the judges will be seated in a designated section of the room in which the event is held. They will score each participant on the delivery of the production using the score sheet provided.

Each room in all rounds will have one person designated as a questioner. This individual will ask and score all questions for the event round. Questions will pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each participant on the ability to answer. The full five minutes should be used.

When all participants have finished speaking, each judge will total the score on each participant. The timekeepers' record will be used in computing the final score for each participant. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.

During preliminary round, recording of presentations is permitted by one person from each participant's association, including advisor or family member, for that participant only.

## Scoring

*Participants will be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then will be added, and the winner will be the participant whose total ranking is the lowest. Other placings will be determined in the same manner (low rank method of selection).*

## TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. The participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the participant's response to questions. The participant with the greatest number of low ranks from the response to question will be declared the winner. If a tie still exists, then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

## Awards

Awards will be presented to the top four individuals.

# Extemporaneous Public Speaking Rubric

1000 points

NAME	Chapter
------	---------

INDICATORS	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Strong evidence of skill is not present 1-0 points	Points Earned	Weight	Total Score
<b>Oral Communication – 600 points</b>						
<b>Examples</b>	<ul style="list-style-type: none"> <li>▪ Examples are vivid, precise and clearly explained.</li> <li>▪ Examples are original, logical and relevant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Examples are usually concrete, sometimes needs clarification.</li> <li>▪ Examples are effective, but need more originality or thought.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Examples are abstract or not clearly defined.</li> <li>▪ Examples are sometimes confusing, leaving the listeners with questions.</li> </ul>		X 10	
<b>Speaking without hesitation</b>	<ul style="list-style-type: none"> <li>▪ Speaks very articulately without hesitation.</li> <li>▪ Never has the need for unnecessary pauses or hesitation when speaking.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Speaks articulately, but sometimes hesitates.</li> <li>▪ Occasionally has the need for a long pause or moderate hesitation when speaking.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Speaks articulately, but frequently hesitates.</li> <li>▪ Frequently hesitates or has long, awkward pauses while speaking.</li> </ul>		X 10	
<b>Tone</b>	<ul style="list-style-type: none"> <li>▪ Appropriate tone is consistent.</li> <li>▪ Speaks at the right pace to be clear.</li> <li>▪ Pronunciation of words is very clear and intent is apparent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate tone is usually consistent.</li> <li>▪ Speaks at the right pace most of the time, but shows some nervousness.</li> <li>▪ Pronunciation of words is usually clear, sometimes vague.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has difficulty using an appropriate tone.</li> <li>▪ Pace is too fast; nervous.</li> <li>▪ Pronunciation of words is difficult to understand; unclear.</li> </ul>		X 10	
<b>Being detail-oriented</b>	<ul style="list-style-type: none"> <li>▪ Is able to stay fully detail-oriented.</li> <li>▪ Always provides details which support the issue; is well organized.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is mostly good at being detail-oriented.</li> <li>▪ Usually provides details which are supportive of the issue; displays good organizational skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has difficulty being detail-oriented.</li> <li>▪ Sometimes overlooks details that could be very beneficial to the issue; lacks organization.</li> </ul>		X 30	
<b>Connecting and articulating facts and issues</b>	<p>Exemplary in connecting facts and issues and articulating how they impact the issue locally and globally.</p> <ul style="list-style-type: none"> <li>▪ Possesses a strong knowledge base and is able to effectively articulate information regarding related facts and current issues.</li> </ul>	<p>Sufficient in connecting facts and issues and articulating how they impact the issue locally and globally.</p> <ul style="list-style-type: none"> <li>▪ Possesses a good knowledge base and is able to, for the most part, articulate information regarding related facts and current issues</li> </ul>	<p>Has difficulty with connecting facts and issues and articulating how they impact the issue locally and globally.</p> <ul style="list-style-type: none"> <li>▪ Possesses some knowledge base but is unable to articulate information regarding related facts and current issues</li> </ul>		X 30	

<b>Speaking unrehearsed (questions &amp; answers)</b>	Speaks unrehearsed with comfort and ease. <ul style="list-style-type: none"> <li>Is able to speak quickly with organized thoughts and concise answers.</li> </ul>	Speaks unrehearsed mostly with comfort and ease, but sometimes seems nervous or unsure. <ul style="list-style-type: none"> <li>Is able to speak effectively, has to stop and think and sometimes gets off focus.</li> </ul>	Shows nervousness or seems unprepared when speaking unrehearsed. <ul style="list-style-type: none"> <li>Seems to ramble or speaks before thinking.</li> </ul>		X 30	
<b>Oral Communications Total</b>						
<b>Non-verbal Communication – 400 points</b>						
<b>Attention (eye contact)</b>	<ul style="list-style-type: none"> <li>Eye contact constantly used as an effective connection.</li> <li>Constantly looks at the entire audience (90-100% of the time).</li> </ul>	<ul style="list-style-type: none"> <li>Eye contact is mostly effective and consistent.</li> <li>Mostly looks around the audience (60-80% of the time).</li> </ul>	<ul style="list-style-type: none"> <li>Eye contact does not always allow connection with the speaker.</li> <li>Occasionally looks at someone or some groups (less than 50% of the time).</li> </ul>		X 20	
<b>Mannerisms</b>	<ul style="list-style-type: none"> <li>Does not have distracting mannerisms that affect effectiveness.</li> <li>No nervous habits</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes has distracting mannerisms that pull from the presentation.</li> <li>Sometimes exhibits nervous habits or ticks.</li> </ul>	<ul style="list-style-type: none"> <li>Has mannerisms that pull from the effectiveness of the presentation.</li> <li>Displays some nervous habits – fidgets or anxious ticks.</li> </ul>		X 20	
<b>Gestures</b>	<ul style="list-style-type: none"> <li>Gestures are purposeful and effective.</li> <li>Hand motions are expressive and used to emphasize talking points.</li> <li>Great posture (confident) with positive body language.</li> </ul>	<ul style="list-style-type: none"> <li>Usually uses purposeful gestures.</li> <li>Hands are sometimes used to express or emphasize.</li> <li>Occasionally slumps; sometimes negative body language.</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally gestures are used effectively.</li> <li>Hands are not used to emphasize talking points; hand motions are sometimes distracting.</li> <li>Lacks positive body language; slumps.</li> </ul>		X 20	
<b>Well-poised</b>	<ul style="list-style-type: none"> <li>Is extremely well-poised.</li> <li>Poised and in control at all times</li> </ul>	<ul style="list-style-type: none"> <li>Usually is well-poised.</li> <li>Poised and in control most of the time; rarely loses composure</li> </ul>	<ul style="list-style-type: none"> <li>Isn't always well-poised.</li> <li>Sometimes seems to lose composure.</li> </ul>		X 20	
<b>Non-verbal Communication Total Points</b>						
<b>Oral Communication Total Points</b>						
<b>Time Deduction *</b>						
<b>NET TOTAL POINTS</b>						
<b>RANK</b>						

\* –1 point per second under 4 minutes or over 6 minutes, determined by the timekeepers