



TOASTMASTERS INTERNATIONAL

INTERNATIONAL SPEECH CONTEST

Judge's Guide and Ballot

Names of Contestants

JUDGING ITEMS [SEE OVER FOR DESCRIPTION]		SUGGESTED POINT VALUES													
		E X C E L L E N T	V E R Y G O O D	G O O D	F A I R	Name									
						1	2	3	4	5	6	7	8	9	
SPEECH DEVELOPMENT structure, organization, support material	C O N T E N T 50	20	14-19	9-13	0-8										
EFFECTIVENESS achievement of purpose, interest, reception		15	11-14	6-10	0-5										
SPEECH VALUE ideas, logic, original thought		15	11-14	6-10	0-5										
PHYSICAL appearance, body language	D E L I V E R Y 30	10	7-9	4-6	0-3										
VOICE flexibility volume		10	7-9	4-6	0-3										
MANNER directness, assurance, enthusiasm		10	7-9	4-6	0-3										
APPROPRIATENESS to speech purpose and audience	L A N G U A G E 20	10	7-9	4-6	0-3										
CORRECTNESS grammar, pronunciation, word selection		10	7-9	4-6	0-3										
TOTAL SCORE (100 POINTS POSSIBLE)															

(Detach and submit to Counters)

Judge's Official Ballot

INTERNATIONAL SPEECH CONTEST



Name of Contestant :

PLACE RANKING POINTS

FIRST 3

SECOND 2

THIRD 1

(NOTE: Votes must be cast for First, Second, and Third place or the ballot will be voided.)

(Signature of Judge)

(Judge's Name : Please PRINT)



TOASTMASTERS INTERNATIONAL

INTERNATIONAL SPEECH CONTEST

TIEBREAKING Judge's Guide and Ballot

Names of Contestants

JUDGING ITEMS [SEE OVER FOR DESCRIPTION]		SUGGESTED POINT VALUES				Name								
		E X C E L L E N T	V E R Y G O O D	G O O D	F A I R									
SPEECH DEVELOPMENT structure, organization, support material	C O N T E N T 50	20	14-19	9-13	0-8									
EFFECTIVENESS achievement of purpose, interest, reception		15	11-14	6-10	0-5									
SPEECH VALUE ideas, logic, original thought		15	11-14	6-10	0-5									
PHYSICAL appearance, body language	D E L I V E R Y 30	10	7-9	4-6	0-3									
VOICE flexibility volume		10	7-9	4-6	0-3									
MANNER directness, assurance, enthusiasm		10	7-9	4-6	0-3									
APPROPRIATENESS to speech purpose and audience	L A N G U A G E 20	10	7-9	4-6	0-3									
CORRECTNESS grammar, pronunciation, word selection		10	7-9	4-6	0-3									
TOTAL SCORE (100 POINTS POSSIBLE)														

(Detach and submit to Counters)

TIEBREAKING Judge's Official Ballot INTERNATIONAL SPEECH CONTEST



Note: All speakers must be ranked

Place / Name of Contestant :

First _____ Fourth _____ Seventh _____

Second _____ Fifth _____ Eighth _____

Third _____ Sixth _____ Ninth _____

(Signature of Judge)

(Judge's Name : Please PRINT)

INTERNATIONAL SPEECH CONTEST

JUDGING CRITERIA

CONTENT (50%)

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.

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?"

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 made a contribution to their thinking. The ideas should be important ones, although this does not preclude a humorous presentation of them.

DELIVERY (30%)

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.

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.

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.

LANGUAGE (20%)

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.

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.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second, and third place contestants. They will not consider any contestant's Club, Area, Division, or District affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession, or political beliefs. 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.

International Speech Contest Rules

1. PURPOSE

- A. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

2. APPLICABILITY

These rules, unless otherwise noted, apply to all Toastmasters speech contests which select contestants for the annual International Speech Contest, which is conducted in English only. These rules may not be supplanted or modified, and no exceptions may be made.

3. SELECTION SEQUENCE

- A. Club, Area, District. Each Club in good standing may select a contestant to compete in the Area contest. A Club may choose its contestant by whatever means the Club desires. If a contest is held, it must comply with all these rules and the contest result is final. The Area speech contest winner then proceeds to the Division contest (if applicable). The Division winner then proceeds to the District contest. Should an Area or Division contest winner be unable to participate in the next level contest, the highest placed available contestant will advance to that level. NOTE: The District contest chairman informs World Headquarters of the name and address of the winner and alternate in the District contest. Information concerning the Regional contest is then mailed to the winner and alternate.
- B. In those Areas with four assigned Clubs or less eight weeks prior to the Area contest, Districts have the option to allow the two highest placed available contestants from each Club to compete in the Area contest. Should additional Clubs charter prior to the Area contest, the two highest placed available contestants from each Club may compete. In those Divisions with four assigned Areas or less, Districts have the option to allow the two highest placed available contestants from each Area to compete. In Districts with four assigned Divisions or less, Districts have the option to allow the two highest placed available contestants from each Division to participate in the District contest.
The decision whether or not to allow two contestants to advance from Club to Area, from Area to Division, and/or from Division to District must be made and communicated throughout the District prior to the commencement of the contest cycle - i.e. prior to any Club contests being held. Once the decision is made, it must be implemented consistently throughout the District in all Areas and Divisions affected. If a District decides to allow two contestants to advance from club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.
- C. Each Region shall select a winner and an alternate. The contest chairman, usually the first-year Director, informs World Headquarters of the name and address of the winner and alternate in the Regional contest. Information concerning the International Speech Contest is then mailed to the winner and alternate. Eight speakers, one from each Region, compete in the International contest. A ninth speaker, selected in a special speech contest among Districts outside of North America, also competes in the International contest.

4. ELIGIBILITY

- A. To be eligible to compete at any level of the International Speech Contest, an individual must:
 1. Be a Toastmaster in good standing of a Club in good standing.
 2. Have completed at least six manual speeches in the Communication and Leadership Program manual prior to the Club contest.

3. If a new, dual, or reinstated member, have dues current with Toastmasters International.
 4. A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.
- B. Only one kind of exception may be made to the requirements listed above. A charter member of a Club chartered since the previous July 1 is eligible to compete. (The Club must be officially chartered prior to the Area contest.)
 - C. The following are ineligible for competition in any contest: incumbent International Officers and Directors; District Officers (Governor, any Lieutenant Governor, Division Governor, Area Governor, Secretary, Treasurer, or Public Relations Officer) whose terms expire June 30; International Officer and Director candidates; Immediate Past District Governors; District Officers or announced candidates for the term beginning the upcoming July 1.
 - D. The winner of the contest finals held each August during the International Convention is not eligible to compete again at any level.
 - E. Toastmasters who are members in more than one Club and who meet all other eligibility requirements may compete in each Club contest in which membership in good standing is held. However, should they win more than one Club International Speech Contest, the contestant may represent only one of the Clubs at the Area level. No contestant can compete in more than one Area International Speech Contest, even if the two Areas are in different Divisions or different Districts.
 - F. A contestant must be a member in good standing of the Club, Area, Division, District, or Region being represented when competing in a speech contest at the next level.
 - G. Each contestant must complete the Speaker's Certification of Eligibility and Originality (form 1183) and submit it to the chief judge prior to the contest.

5. SPEECH SUBJECT AND PREPARATION

- A. Subject for the prepared speech shall be selected by the contestant.
- B. Contestants must prepare their own five- to seven- minute speeches, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on form 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. All contestants will speak from the same platform or area designated by the contest chairman with prior knowledge of all the judges and all the contestants. The contestants may speak from any position within the designated area and are not limited to standing at the lectern/podium.
 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone should be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- D. Every participant must present an entirely new and different speech for the Regional and for the International contests than given in any contest that same year. Up to and including the District contest, contestants may use the same speech, but are not required to do so.
- E. Winners of each District contest shall present a detailed outline of their winning speech in the District contest to the chief judge of the Regional contest. Winners of the Regional contest will prepare and mail to World Headquarters outlines of their District and Regional winning speeches, which will be given to the chief judge at the International contest.

6. GENERAL PROCEDURE

- A. At the Club or Area level contests, a contest chairman, chief judge, at least five judges, three counters, and two timers are appointed. These appointments will be as far as practical at the Club level, but required for the Area level.
At the Division or District level contests, there should be at least seven judges or equal representation from the Areas composing the Division or District in addition to a contest chairman, chief judge, three counters, and two timers.
At the Regional or International contest, there should be at least nine judges or equal representation from the Districts or Regions respectively; no judge shall be a member of the Club represented by a contestant. In addition to these judges, five qualifying judges, a contest chairman, chief judge, three counters, and two timers are appointed.
All judges will judge all contestants.
- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, may be included in place of the primary contestant, When the contest Toastmaster is introduced, if not present, the primary contestant is disqualified and the alternate officially becomes the contestant. Where the primary contestant arrives and makes this known to the contest chairman and has all required paperwork in good order prior to the introduction, and missed the briefing, disqualification shall not occur and the primary contestant may speak in the drawn order, but waives the opportunity of a briefing.
- D. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- E. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- F. Contestants may remain in the same room throughout the duration of the contest.
- G. In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.

7. TIMING OF THE SPEECHES

- A. Speeches will be five to seven minutes. A contestant will be disqualified from the contest if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
- B. Upon being introduced, the contestant shall proceed immediately to the speaking position. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
- C. Timers shall provide warning signal lights to the contestants, which shall be clearly visible to the speakers but not obvious to the audience.
 - 1. A green light will be turned on at five minutes and remain on for one minute.
 - 2. An amber light will be turned on at six minutes and remain on for one minute.
 - 3. A red light will be turned on at seven minutes and remain on until the conclusion of the speech.
 - 4. No signal shall be given for the overtime period.
 - 5. Any sightless contestant may request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include but not be limited to: a buzzer, a bell, or a person announcing the times at five, six and seven minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
 - 6. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.

- D. Prior to announcing results, the chairman should announce if time disqualification(s) occurred, but not name the contestant(s) involved.

8. PROTESTS

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify.
The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final.

9. TRAVEL ALLOWANCES

- A. Toastmasters International shall pay the travel expenses of each North American District's contestant participating in the International Speech Contest at Regional and International levels. Neither Toastmasters International nor its Districts shall reimburse these contestants for any other expenses. Toastmasters International shall reimburse the travel expenses of each North American District's contestant who participates in a Regional or International speech contest as follows:
 - 1. Air, Bus, or Train - Full reimbursement, round trip at the lowest rate (coach air fare, or discount fare if applicable) between the commercial airport or passenger terminals nearest the Regional Conference or Convention site and the home of each contestant.
 - 2. Car - On the basis of reimbursement at 20 cents per mile by the most direct route not exceeding the lowest air fare rate (coach or discount if applicable).
 - 3. Any other mode of transportation - Actual costs incurred not exceeding the lowest air fare rate (coach or discount if applicable).A person riding with another person receiving reimbursement is not entitled to reimbursement.
- B. Reimbursement will be made by World Headquarters as soon as practicable on receipt of certification of attendance at the Regional Conference or Convention speech contest by the District Governor and on receipt of ticket receipt(s) for air, bus, or train travel, or mileage for car travel. Hotel or room accommodations are not included in allowances for contestants, unless otherwise stated.

10. INTERNATIONAL TAPED SPEECH CONTEST

- A. Members of undistricted Clubs and Provisional Districts are invited to participate in the International Taped Speech Contest. Tapes must be in English.
- B. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable. Naturally, there is no Area, Division, District, or Regional competition, nor are there any travel allowances. To enter, Clubs should conduct a speech contest and submit a tape of the winning speech. Only one taped speech per Club may be submitted.
- C. The tape shall be made using the following procedures:
 - 1. Use fresh tape and record on a standard audio cassette before a live audience. Video tapes will not be accepted.
 - 2. Time the speech carefully to comply with the speech contest rules.
 - 3. Clearly mark the audio tape and container with the participant's name and Club number and be sure to enclose a completed Certification of Eligibility and Originality form.
 - 4. Tapes must be received at World Headquarters on or before 5 p.m. Pacific Time March 31 to be eligible for competition.