EXTEMPORANEOUS SPEECH

OVERVIEW

Participants give a three-to-five (3-5) minute speech fifteen (15) minutes after having drawn a card on which a technology or TSA topic for their speech is written.

PURPOSE

Participants have the opportunity to verbally communicate knowledge of technology or TSA subjects.

ELIGIBILITY

Participants are limited to three (3) individuals per state.

TIME LIMITS

A. Each speech must be between three (3) minutes and five (5) minutes. Participants will be penalized on each evaluator’s score sheet one (1) point per ten (10) seconds for speaking over five (5) minutes or under three (3) minutes.

B. Time commences when the speaker begins talking and concludes at the end of the speech.

ATTIRE

Competition attire, as described in National TSA Dress Code (www.tsaweb.org/Dress-Code), is required for this event.

PROCEDURE

A. Participants report to the event area at the time and place stated in the conference program to sign up for a time.

B. At his/her assigned time, each participant draws three (3) cards, each containing one (1) topic, from a box and selects one (1) topic from the three (3) on which to speak. The cards with the unused topics are returned to the box.

Prepare for this event by being calm, cool, and relaxed, and knowing that you have a solid knowledge of TSA and of current issues in technology.
C. Preparation
   1. After having selected a topic, the first participant enters a preparation room separate from the speech delivery room and is given fifteen (15) minutes to prepare a speech.
   2. Seven (7) minutes after the first participant enters the preparation room, the second participant enters the preparation room, goes to a different section, and begins his/her speech preparation, again with fifteen (15) minutes to prepare a speech.
   3. Each participant, in turn, is allowed to enter the preparation room at seven (7)-minute intervals, thus enabling a consistent flow of participants to speak before the evaluators in a timely fashion. (This allows for one [1] minute to enter the room and announce the entry number, up to five [5] minutes for the presentation, and one [1] minute to exit the room.)

D. The event coordinator introduces each participant by registration number in the order of the sign-up time.

E. The timekeeper visually notifies the speaker of the time remaining by using six (6) separate cards. Each of the six (6) 5" x 7" notecards has a “time remaining in minutes” number on it (4, 3, 2, 1, ½, and 0), and each is shown in descending order to the participant by the timekeeper during the speech.

F. After speaking, the participant returns the topic card to the evaluators so that it can be returned to the topic box.

G. Evaluators independently rate each speech according to the criteria on the official rating form.

H. A semifinalist list in random order is posted.

I. Semifinalists report to the event area at the time and place stated in the conference program to sign up for a time.

J. Semifinalist preparation and speaking follow the same guidelines as above, using a different set of topics.

It is essential that students and advisors routinely check the TSA website (www.tsaweb.org) for updated information about TSA general rules and competitive events. This information is found on the website under Competitions/Updates and Clarification. When students participate in any TSA competitive event, they are responsible for knowing of updates, changes, or clarification related to that event.

REGULATIONS

A. No reference is to be made concerning the name of the participant or his/her school.
B. Each speech must be the result of the participant’s own effort. No reference materials or devices may be used or brought to the preparation room.

C. Any notes for speaking must be written during the fifteen (15)-minute preparation period. Each participant will be provided a maximum of three (3) 3” x 5” blank notecards.

D. While participants are permitted to use notes when speaking, it should be noted that deductions in scoring could be made for this practice if the use of notes detracts from the effectiveness of the presentation.

E. No observers are allowed in the event or preparation rooms during heats, although they are allowed to sit in the audience of the performance during the semifinals. No talking or gesturing is permitted. Observers are NOT allowed to enter or leave during a presentation. THERE IS NO APPLAUSE UNTIL THE PRESENTATION HAS CONCLUDED.

F. Participants are penalized on each evaluator’s score sheet: one (1) point per ten (10) seconds for speaking over five (5) minutes or under three (3) minutes.

**EVALUATION**

Evaluation is based upon the quality of the presentation, the degree to which the content matches the selected topic, and adherence to the time limits. Please refer to the official rating form for more information.
STEM INTEGRATION
This event aligns with the STEM educational standards noted below. Please refer to the STEM Integration section of this guide for more information.

Science, Technology, Engineering, Mathematics

COMMON CORE STATE STANDARDS (CCSS) INTEGRATION
Please refer to the Common Core State Standards (CCSS) Integration section of this guide for more information.

PRIMARY LEADERSHIP SKILLS
Leadership skills promoted in this event:

- COMMUNICATION — Students acquire poise and confidence through the presentation. Suggested leadership lessons: Promote It and Put It Together
- EVALUATION — Students rehearse (for improvement purposes) presentations on potential event topics. Suggested leadership lessons: Evaluation Methods and Seven Components of Effective Evaluation
- ORGANIZATION — Students organize their thoughts to create a thoughtful, logical speech. Suggested leadership lessons: Impromptu and New Club In Town

Additional leadership skills promoted in this event: creative thinking, self-esteem

TSA AND CAREERS
This competition connects to one or more of the career areas featured in the TSA AND CAREERS section of this guide. Use The 16 Career Clusters chart and the TSA Competitions and The 16 Career Clusters grid as resources for information about careers.

CAREERS RELATED TO THIS EVENT
Advertising executive
Public speaker
Politician
Sales and marketing executive
Teacher
EXTEMPORANEOUS SPEECH
EVENT COORDINATOR INSTRUCTIONS

PERSONNEL
A. Event coordinator
B. Evaluators for first round of speeches, two (2) or more
C. Evaluators for semifinalist speeches, two (2) or more
D. Timekeepers for recording speech start/stop times, one (1) per event room
E. Monitors, one (1) per event room

MATERIALS
A. Coordinator’s notebook, containing:
   1. Event guidelines, one (1) copy for the coordinator and for each evaluator
   2. Official rating forms
   3. List of entries with finalist report
   4. List of evaluators/assistants
   5. Pencils for evaluators
   6. Note pads
   7. Semifinalist list for posting
   8. Results envelope
B. Speaker’s stand/podium
C. Stopwatches for timekeepers, one (1) per heat and two (2) per preparation room
D. Six (6) 5” x 7” notecards for “time remaining in minutes” numbers
   (See Procedure E)
E. Table and chairs for three (3) evaluators and the timekeeper
F. Chairs for the audience, for semifinals only
G. 3” x 5” blank notecards, for participants to use to outline their presentation
H. Pencils
I. 3” x 5” topic cards—a minimum of fifteen (15) different topics from which to select
J. Tables and chairs in the preparation room
RESPONSIBILITIES

A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator’s notebook. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.

B. Inspect the area(s) in which the event is being held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.

C. One (1) hour before the event is scheduled to begin, meet with your evaluators/assistants to review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.

D. For participants who violate the rules, the decision either to deduct 20% of the total possible points or to disqualify the entry must be discussed and verified with the evaluators, event coordinator, and a CRC manager; all must initial either of these actions on the rating form.

E. Manage the smooth flow of participants according to these procedures:
   1. After having selected a topic, the first participant enters a preparation room separate from the speech delivery room and is given fifteen (15) minutes to prepare a speech.
   2. Seven (7) minutes after the first participant enters the preparation room, the second participant enters the preparation room, goes to a different section, and begins his/her speech preparation, again with fifteen (15) minutes to prepare a speech.
   3. Each participant, in turn, is allowed to enter the preparation room at seven (7)-minute intervals, thus enabling a consistent flow of participants to speak before the evaluators in a timely fashion. (This allows for one [1] minute to enter the room and announce the entry number, up to five [5] minutes for the presentation, and one [1] minute to exit the room.)

F. When the participants have finished, each evaluator computes the final scores, consulting the timekeeper’s record. The timekeepers notify evaluators of any time under three (3) minutes or over five (5) minutes for which deductions should be made.

G. Evaluators average their scores and discuss and break any ties when all presenters have spoken.
H. If heats are used, determine twelve (12) semifinalists and post a semifinalist list. Repeat the process in E. (above) to determine the finalists.

I. Complete and submit the finalist report, which includes a ranking of the ten (10) finalists, and all related forms in the results envelope to the CRC room.

J. If necessary, manage security and the removal of materials from the area.
## Extemporaneous Speech

### 2015 & 2016 Official Rating Form

**HIGH SCHOOL**

### Speech (80 points)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Minimal performance (1-4 points)</th>
<th>Adequate performance (5-8 points)</th>
<th>Exemplary performance (9-10 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td>The speech is unorganized and difficult to follow or understand.</td>
<td>The speech is somewhat organized and generally can be followed and understood.</td>
<td>The speech is well organized and easy to follow; the delivery is exceptional.</td>
</tr>
<tr>
<td>(X1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Minimal knowledge of the subject is evidenced in the speech; the participant does not convey an understanding of the theme.</td>
<td>Adequate knowledge of the subject is evident, and the speaker relates and conveys a general understanding of the theme.</td>
<td>Complete knowledge and understanding of the subject and relationship to the theme are conveyed through the content of the speech.</td>
</tr>
<tr>
<td>(X2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Voice and articulation</strong> (X1)</td>
<td>The presenter conveys an inconsistent use of proper grammar, word pronunciation, and acceptable pitch and tone.</td>
<td>The presenter generally uses proper grammar and pronunciation, and varies the use of tone and pitch.</td>
<td>Smooth and effective articulation, proper grammar, correct pronunciation, and varied tone and pitch are evident throughout the speech.</td>
</tr>
<tr>
<td><strong>Stage presence</strong></td>
<td>The presenter’s appearance is unprofessional, sloppy, and inappropriate.</td>
<td>The presenter’s appearance is adequate, appropriate, and somewhat professional.</td>
<td>The presenter’s appearance is appropriate, professional, and polished.</td>
</tr>
<tr>
<td>(X1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Impact</strong> (X3)</td>
<td>The speech is unconvincing, uninteresting, and lacks compelling and attention-holding details.</td>
<td>The speech is somewhat convincing and emphasizes several details; it adequately holds the attention of the audience and remain interesting.</td>
<td>The speech is completely convincing, full of emphasis, and holds the attention and interest of the audience.</td>
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<td></td>
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</tbody>
</table>

**SUBTOTAL (80 points)**

- One point per ten-second interval is to be deducted for speaking under the three minutes or over the five minutes allotted for the presentation. Presentation time commences when the presenter begins speaking.

### Presentation Delivery Time

<table>
<thead>
<tr>
<th>PRESENTATION DELIVERY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL TIME DEDUCTION POINTS</td>
</tr>
</tbody>
</table>

- Rules violations (a deduction of 20% of the total possible points) must be initialed by the evaluator, coordinator, and manager of the event. Record the deduction in the space to the far right.

Indicate the rule violated: __________

(To arrive at TOTAL score, add any subtotals and subtract rules violation points, as necessary. Check your math twice!) **TOTAL (80 points)**

### Comments:

I certify these results to be true and accurate to the best of my knowledge.

Evaluator

Printed name: ___________________________ Signature: ___________________________