

Stanislaus County Academic Decathlon

Speech Timekeeper Packet

Contents & Procedures

Contents

- ✓ Speech Competition Rules
- ✓ Stopwatch, pencils, index cards
- ✓ One set of time cards
- ✓ Impromptu directions card
- ✓ Impromptu topics card

Student Timekeepers do **NOT** score. If there are four adult judges assigned to your room, then the timekeeper does not judge the speeches (only three **scoring** judges per room).

Procedure

Prepared Speech:

1. After the Lead Judge has invited the speaker into the room and has checked to make sure that the speaker's I.D. code and name (on name tag) matches the one on the schedule and on all judges' Scantron forms, provide the speaker with the following information:

“To avoid a timing penalty the length of your speech should be between 3 ½ and 4 minutes in length. I will signal time remaining by holding up a blue “1 Minute Remains” card, a pink “30 Seconds Remain” card, and time is up with a white “time” card. You can request that the timing cards NOT be used.”

2. Indicate start time and begin timing the speech according to the Speech Competition Rules (use timing cards as indicated)

Impromptu Speech:

1. Give the student the *Impromptu Directions* card to the student and let the student know that the one-minute prep time for the impromptu speech begins when you hand them the impromptu topics card.
2. Once the student finishes reading the directions, give the student two index cards, a pencil, and the *Impromptu Topics* card and begin timing (one minute). There are two *Impromptu Topics* cards. Please randomly vary between the pink and the yellow card with students.
3. Prior to beginning the impromptu speech, provide the speaker with the following timing information:

“A signal will be given when 30 seconds remains (signified by pink sheet) and when 0 time remains (signified by white sheet). You can request that the timing cards NOT be used”

4. Time 1.5 to 2 minutes to deliver speech (see Speech Competition Rules)
5. **Speech Timing Penalty:** After the speaker has left the room, inform the judges if a prepared speech and/or an impromptu speech timing penalty has occurred. Ask each judge to complete the “Speech Penalties Timing Violation” at the bottom of the scantron scoring form. The *Speech Penalties* box **must** be scored (indicate a penalty or “No Penalty”).

Please note: Judges score prepared and impromptu speeches **independently** of other judges (no discussion).

Thank you for volunteering your time to make the Academic Decathlon a successful event for our students.