



(Please note that this script is just a guideline for the judge's briefing. Please check the official contest rulebook for more details.)

Ladies and Gentlemen, (Good Morning/ Good Afternoon) I am ●● and I'm the Chief Judge for this contest. I would like to thank all of you for coming to support this contest.

At first, I would like to confirm your attendance and roles. As I call your names, please say "here." Then, I will hand necessary forms to you.

(Note: **The Tie-Breaking Judge should not participate in the briefing.** The Chief Judge hands over the appropriate forms to the Tie-Breaking Judge separately, conducts the briefing as needed, and collects his/her form directly. The Chief Judge is the only person who knows who the Tie-Breaking judge is. Also please see the contest rule book for details.)

Judges:

TM○○ (Pass the ballot sheet and an envelope)

TM○○ ...

Timers:

TM○○ and TM○○ (pass Time Record sheet, a stopwatch)

Vote Counters:

TM○○, TM○○, TM○○ (pass the Counter's Tally sheet)

The contest is conducted by the Toastmasters International Speech Contest Rulebook year 20○○. I hope you all have read through the rules and the judging criteria carefully in advance. I will briefly explain the criteria for judging, then timing, vote collection and lastly the secrecy regulations. If you have any questions, please feel free to interrupt at any time.

For judges

The total suggested point value for judging is 100 pts. 50% is given to Content, 30% to Delivery, and 20% to Language. Each section is divided into small sections. Please see the explanation for the criteria on the back of the page. (Read out loud each section. After reading, allow a few seconds for questions.)

## International Speech Contest / Judges' Briefing Script 2016

The speaking area is .... (Review the speaking area)

Another important part is judging ethics. They are as follows: (Read the ethics section out loud.)

Keep in mind that past accomplishments, past speeches, or current even membership in a certain club won't influence your judgment. Don't let speech order affect your judgment, either. It is a common unconscious habit for people to use the first speaker as a basis to judge the others, and also to judge the last speaker more favorable than others. Please keep it in mind and make the biggest effort to be fair.

Please ensure that you should make judgment based on the contestants' speeches and you should not allow any other elements to bias your judgment.

After each contestant's speech, one minute of silence will be provided.

During one minute, you need to start to count up points for each category in the judging sheet. It is recommended to take notes while you listen to each speech, to which you can refer as the need arises. After all contestants finish their speech, decide the ranking of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. Please write down the full name of each speaker. Don't write more than one name for each place. In addition, leaving one place blank for any reason, your vote will be invalid. Finally please sign in the space in the ballot sheet. An unsigned ballot sheet will also be invalid, so please sign it now. After signing, please cut off the ballot from the rest of the judging sheet.

Do you have any questions? (Please wait for a few seconds, if there are no questions, you proceed to the next.)

For timers

Next are the timing rules.

First of all, please decide who will handle the stopwatch and who will handle the green, yellow, red signals.

The speech shall be from five to seven minutes. A contestant will be disqualified if the speech is less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.

The speech begins with the contestant's first definite verbal or nonverbal communication with the audience. This would include either the first word uttered by the contestant, or any other communication such as some clear gestures or sound effects.

The green signal is shown at 5 minutes. The yellow signal is at 6 minutes. The red is at 7 minutes. Even if a contestant's speech exceeds 7 minutes and 30 seconds, the red signal will remain visible until the speech ends.

## International Speech Contest / Judges' Briefing Script 2016

The signals need to be visible to the contestants, but need not to be obvious to the audience. In addition, for the judging there needs to be one minute of silence after each speech. Please signal to the (MC/Contest Chair) after one minute is completed.

After all the contestants' speech times are recorded, please clearly fill them in the timing sheet. If there are any disqualifications with regards to timing rules, please indicate them in the sheet. After completing, pass the form to the Chief Judge.

Do you have any questions? (Please wait for a few seconds, if there are no questions, you proceed to the next.)

For Ballot Counters

Next I will go over the part for Ballot Counters.

After the last speaker Contest Chair asks the audience to keep silent until all ballot sheets are collected. After the judges finish tallying up their ballots, you need to collect ballots as secretly as possible. After collecting the ballots, please go to ...(mention the location) and tally up the votes.

I will do a final check. Vote Counters, would you decide the judges you will collect ballots.

For everyone

Lastly, if the judges have any concerns about the eligibility and originality of the speech, please lodge them with me or Contest Chair prior to the announcement of the winner and alternates.

If necessary the issue will be confidentially discussed by the judges. For some reason, the announcement of the winners is incorrect, Timers or Ballot Counters, please bring this to Contest Chair immediately. After the full results are announced, no changes can be made.

You should not disclose any of the judging or timing results after the contest has completed. This includes how many points were given to which speaker or the time of their speeches.

Do you have any questions?

Thank you for listening and let's have a great contest.