Duties of the Chairperson/Timekeeper for Public Speaking Competitions

1. On your registration sheet you will have the name of a school and a number in the first column. e.g. St. Agnes 1 OR Marcellin 2.

2. In the second column write the name of the speaker from, for example, St. Agnes. If a second speaker from St. Agnes comes to you, you will know to send them to a different room registration sheet. In Years 7 to 10 there can only be 2 speakers from the same school. If you are registering seniors, there can be 4 speakers from the same school. You will NEVER have 2 speakers from the same school in the same room. NB: If the name is difficult, ask the student to PRINT it in the correct place. It is most important to have the name correct.

3. In the third column, write the number of the speaker’s chosen topic. The list is at the bottom of your registration sheet. This is simpler than writing out the entire topic.

4. You will be given a second copy with only the details from the first column on it. This copy is to be displayed outside the competition room. The purpose is to show visiting teachers/coaches where their speakers are situated and in what order they are to speak.

5. When the adjudicator is ready, welcome competitors and audience to round 1 of the Catholic Schools’ Public Speaking Competition (see sheet below).

6. Announce each competitor’s name and speech topic and write them on the board.

7. Be aware of the time allowed for each speaker and ring the bell at the appropriate times.

8. As each speaker finishes speaking, cross their school listing off the list outside the room. Invite any audience waiting outside to enter the room.

9. After the final competitor, and when the adjudicator signals he/she is ready, invite the adjudicator to deliver the result of the adjudication and announce the finalists. (see sheet below)

10. Thank the adjudicator, the speakers and the audience. Wish the successful speakers good luck for your next round.

11. Announce that their Round will be _________ (you will be given the date) at ___________________________ (you will be told where the next venue is).

Thank you for assisting this evening.
A SUGGESTED FORM FOR THE CHAIRPERSON – PUBLIC SPEAKING

Good evening Ladies and Gentlemen.

On behalf of ______________(school) I would like to welcome you to ______________(round 1, zone final, final) of the CSDA Public Speaking Competition for Year ____ students.

My name is _______________ and I am Chairperson for this round.

The time for each speech is ______ minutes. The timekeeper will ring a warning bell at ____ minutes (timekeeper demonstrates) and a final bell at ______ minutes (timekeeper demonstrates).

The adjudicator(s) for this evening’s competition is Mr/Mrs. _______________.

I would now like to introduce the first speaker for this evening, _______________ (name) from ______________ (school) whose topic is _______________. (refer to the sign-in sheet for names, schools and topics)

(When the speaker has finished, wait for the adjudicator(s) to signal that they are ready)

The next speaker is _______________ from ______________ whose topic is _______________.

(At the conclusion of all speeches and when the adjudicator indicates s/he is ready)

I would now like to call on the adjudicator _______________ to give tonight’s results and deliver his/her adjudication.

(At the conclusion of the adjudication)

I would like to thank you for attending and congratulate the winners of this round.

The next round will be on _______________(date) at ______________.

(NB: Rd 1 NO SUPPER……so say) Have a safe trip home.

(on other occasions say) You are invited to supper in _______________
Timekeeper Sheet
Speaking Times
Senior: warning bell 6 minutes final bell 8 minutes
Year 10: warning bell 5 minutes final bell 6 minutes
Year 9: warning bell 4 minutes final bell 5 minutes
Year 8: warning bell 3 minutes final bell 4 minutes
Year 7: warning bell 3 minutes final bell 4 minutes

Ring the bell once for the warning and twice as the final bell.
Cross off each number as the minute passes. Write the final time for each speaker (minutes and seconds) at the end.

Name: ____________________________ 1 2 3 4 5 6 7 8 9 10 (_______)
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Do not write each speaker’s time on the blackboard. Hand this sheet to the adjudicator at the end of the evening.
Thank you