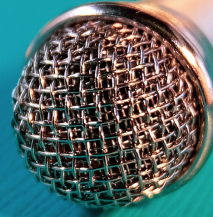


SPEAK



2022 Larimer County 4-H Public Presentation Contest

Saturday, June 4th, 2022

1:00 pm

McKee Building, The Ranch

Information Packet

Keep for future reference



LARIMER COUNTY
COLORADO STATE UNIVERSITY
EXTENSION



LARIMER COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

1525 Blue Spruce Drive
Fort Collins, Colorado 80524-2004
(970) 498-6000
FAX: (970) 498-6025
www.larimer.org/ext

Dear 4-H Members and Volunteers,

This year's **4-H Public Presentation Contest will be held Saturday, June 4th in the McKee Building at The Ranch in Loveland.** The event will be roughly from **1:00-5:00 pm** with pre-scheduled times to present. We are changing our format this year so we will do our best to stick to this time frame.

We look forward to seeing what topics and demonstrations 4-Hers will present this year. Participation in this contest is not required, but *as part of the 4-H experience, we encourage all 4-H youth to participate in this event.* Participating in this contest fulfills the public speaking requirement to complete your 4-H project. Some clubs may still require you to complete a demonstration for your club to complete your 4-H year though – confirm your club's policy with your club leader.

Public Presentation Night is for Cloverbuds, too! 4-H Cloverbud members have a couple of options for participation. Five-six year old Cloverbuds participating for the first time in this contest can choose to do a simple recitation or show-and-tell. They can recite the 4-H pledge, a short poem, or something similar. All other Cloverbuds are encouraged to prepare a step-by-step demonstration-style presentation. All Cloverbud presentations should be 1-3 minutes in length. Cloverbuds will receive concise and encouraging feedback on their presentation and will be awarded participation ribbons. Please take note of the 4-H Cloverbud Sheet enclosed. Participating in this event as a group will enhance the 4-H Cloverbud experience by providing peer and parental support for each member.

Enclosed you will find all the materials you need to prepare for this year's program. Non-Cloverbud participants at the Junior, Intermediate, or Senior level have many options! They may choose to participate in one or more of the following: prepared speech, impromptu speech, individual demonstration or illustrated talk, team demonstration or illustrated talk, interpretive reading, horse demonstration or illustrated talk, or horse prepared speech.

We hope that leaders and parents will assist members in choosing the category that is right for him or her and the selected topic. Usually, the best presentations are those in which the 4-H members themselves pick a topic that they enjoy. Category descriptions and more information is enclosed in the packet.

Here's a word about registration! Please register via the form [linked here](#). This link can also be found in the Clover Connections for April, May, and June. **Registration will close at midnight on Wednesday, May 25th.**

We are in need of both adult and teen volunteers to help at this event. To sign-up to help, please contact Katie Daywalker at 970-498-6007 or email kdaywalker@larimer.org. If you or any 4-Hers need help planning their presentation or have questions please call the 4-H office.

We look forward to seeing you June 4th!

Best,

Katie Daywalker
4-H Youth Development and Leadership Agent
CSU Extension Larimer County



Colorado State University, U.S. Department of Agriculture and Colorado counties cooperating.
Extension programs are available to all without discrimination.

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THE COLORADO 4-H PUBLIC PRESENTATION PROGRAM

Learning to speak in public is one of the best life skills that we can help our youth develop. Alumni of the 4-H program often point to public speaking as one of the most useful things they learned in 4-H, leading to success in their future careers. In the public presentation program, youth learn to organize their ideas, to share emotions and creativity, and to communicate clearly. Additionally, they develop subject matter expertise and gain self-confidence.

The 4-H Public Presentation program is designed to provide a safe, age-appropriate environment for 4-H members to develop communication skills. By participating in a variety of presentation types, members will be able to find comfortable starting points, as well as new challenges. By progressing through the public presentation program, youth will become well-rounded presenters.

While the Colorado 4-H Policies do not require members to compete in public presentations, each member is, at a minimum, required to do a 4-H public presentation, usually completed within their club. However, all members, especially those who wish to receive feedback and improve their skills, are encouraged to participate in a competitive event. Members can compete at the county, state and, in some cases, the national level, earning recognition for their achievements!

We encourage club leaders to motivate groups of members to participate in this contest, including Cloverbuds. Participating in this event as a group will enhance the 4-H experience for all by providing peer and parental support for each member. This will especially encourage Cloverbud members to continue to participate in the future as they grow into full 4-H members.

PUBLIC PRESENTATION CATEGORIES*

DEMONSTRATION & ILLUSTRATED TALK

The presenter **shows** and **explains** how to do or make something in a demonstration (make a fruit salad, care for a pet, how to juggle, do basic dance steps, build a kite, etc.) or uses **visual aids** to **tell** about a topic in an illustrated talk. Appropriate equipment, models or illustrations, posters, PowerPoint slides, and visuals are used as needed to explain information being conveyed or to show the steps in the process being demonstrated. It is sometimes necessary to show a larger scale replica of something that is too small for the audience to see. A finished product is often shown. Team demonstrations and illustrated talks are allowed (two members on a team) and should reflect a topic requiring teamwork as well as effective balancing of verbal communications and hands-on action. For example, teammates should have an equal amount of speaking time.

PREPARED (FORMAL) SPEECH

The presenter aims to **persuade**, **motivate** or **inform** the audience without the use of visuals. In this category, the presenter chooses and researches a topic of choice related to today's youth. Depending on the topic chosen, the presenter chooses a format (persuasive, motivational or informative) that best suits what is to be conveyed to the audience. For example, if the topic is cyber bullying, the presenter can choose to inform the audience about this topic, persuade the audience of their convictions, or motivate the audience to take a more active role in making current changes in this area. A speech is written in the presenter's own words, however, poetry, quotations, humor, or imagery may be incorporated to command attention or emphasize a point.

IMPROMPTU SPEECH

The presenter aims to **persuade**, **motivate** or **inform** the audience, without the use of visuals, in an unrehearsed setting. In this category, the presenter is given three topics to choose from and ten minutes to develop a speech on the topic they chose. Because the speech is not prepared in advance, members learn to organize their ideas and respond to a topic in a more spontaneous way. Members are encouraged to incorporate stories, quotes, and real life examples in their speeches.

INTERPRETIVE READING

The presenter, with the use of vocal inflection and body language as communication tools, delivers a **rendition of a piece of pre-written material**. The pre-written material should be a selection from a book, poem, story, etc. and should be 4-H appropriate. This creative communication area bridges the gap between message delivery and the performing arts. Costumes and small props can be used, but they need to be simple and minimal, not detracting from the strength of the presenter. This area is not intended for presentation of original material written by the presenter.

**Public Presentation categories adapted from Cornell Cooperative Extension (2008) "4-H Public Presentations: State Level Guidelines and Evaluator's Guide".*

Age Divisions & Classes

Age Divisions

All ages are as of December 31 of the previous year:

- Cloverbuds: 5-7 years old
- Juniors: 8-10 years old
- Intermediates: 11-13 years old
- Seniors: 14 and over

Contest Divisions and Classes

Divisions and classes for the Larimer County 4-H Public Presentation Contest will be as follows:

Division: Demonstration/Illustrated Talk⁺

- Individual Recitation or Demonstration/Illustrated Talk Cloverbud
- Individual Demonstration/Illustrated Talk Junior⁺
- Individual Demonstration/Illustrated Talk Intermediate⁺
- Individual Demonstration/Illustrated Talk Senior⁺
- Team Demonstration/Illustrated Talk Junior⁺
- Team Demonstration/Illustrated Talk Intermediate⁺
- Team Demonstration/Illustrated Talk Senior⁺

Division: Prepared Speech

- Prepared Speech Junior
- Prepared Speech Intermediate
- Prepared Speech Senior*

Division: Impromptu Speech

- Impromptu Speech Junior
- Impromptu Speech Intermediate
- Impromptu Speech Senior*

Division: Interpretive Reading

- Interpretive Reading Junior⁺
- Interpretive Reading Intermediate⁺
- Interpretive Reading Senior⁺

Division: Horse Public Speaking

- Horse Public Speaking Junior
- Horse Public Speaking Intermediate
- Horse Public Speaking Senior*

Division: Horse Demonstration

- Horse Demonstration Junior
- Horse Demonstration Intermediate
- Horse Demonstration Senior*

** Top competitors in these categories will be selected to compete at State Conference in June 22nd in Fort Collins, CO*

+ Top competitors in these categories will be selected to compete at CO State Fair on August 27th and 28th in Pueblo, CO

Public Presentations for Cloverbud Members

The 4-H Public Presentation Program is for Cloverbuds, too! Cloverbud presentations provide an opportunity for young children to begin to feel comfortable speaking in front of an audience. Cloverbuds are encouraged to give a brief recitation or a simple step-by-step demonstration



4-H Cloverbud members have a couple of options for participation. Five and six-year-old Cloverbuds participating for the first time in this contest can choose to do a simple recitation or show-and-tell. All other Cloverbuds are encouraged to prepare a step-by-step demonstration-style presentation. Cloverbuds will receive concise and encouraging feedback on their presentation and will be awarded participation ribbons.

Recitation – First-time presenting Cloverbuds who are 5 & 6 years old are encouraged to give a recitation of the 4-H Pledge, a simple poem, or something similar. If they are comfortable enough in front of an audience, they may choose to present a simple show and tell. The goal is to relieve the jitters and gain enough confidence to stand in front of an audience. Recitations should last between 1 and 3 minutes.

Demonstration – Cloverbuds who have already had a positive recitation or show and tell experience and/or feel confident about trying a demonstration may do so. Although the three parts of a presentation (introduction, body, and conclusion) are learned at this level, the focus is still on helping the member to feel comfortable. Cloverbud presentations usually last between 1 and 5 minutes, depending on age and experience.

We encourage club leaders to motivate groups of members to participate in this contest, including Cloverbuds. Participating in this event as a group will enhance the 4-H experience for all by providing peer and parental support for each member. This will especially encourage Cloverbud members to continue to participate in the future as they grow into full 4-H members.

Adapted from Cornell Cooperative Extension Fulton and Montgomery Counties Public Presentation Night Information Packet (2021)

FORMAT FOR PUBLIC PRESENTATIONS

All types of presentations share the same three-part format: **an introduction, body, and conclusion or summary**. The content and presentation techniques used in each part differ somewhat for each type of presentation.

INTRODUCTION OF THE PRESENTER (BY CONTEST COORDINATOR)

Presenters in all categories will be introduced by name, division, class, and title by the contest coordinator or emcee.

INTRODUCTION OF THE PRESENTATION (BY PRESENTER)

The presenter will begin his/her presentation by introducing the topic in a manner that creatively catches the attention of the audience while stimulating their curiosity and motivating them to think about the subject to be presented. The use of the title can be a part of this introduction.

For **Interpretive Reading**, the presenter should identify the source of the creative piece and its author and may allude to, explain, or challenge the audience to discover the message it conveys prior to beginning. In addition, the presenter's reason for choosing this particular piece should be included because it lends to a better understanding of the piece being presented. These introductions should not attempt to interpret the piece for the audience, be too lengthy, or overshadow the content of the recitation or dramatic interpretation.

BODY

This is the main part of the presentation. In a **Demonstration**, a technique or steps of a process are shown. In an **Illustrated Talk, Prepared Speech, or Impromptu Speech**, the main points are identified and explained. In an **Interpretive Reading** presentation, the creative piece is performed.

CONCLUSION OR SUMMARY

The presenter emphasizes or re-emphasizes the message of the presentation. In a **Demonstration**, the most important steps are summarized.

In an **Illustrated Talk, Prepared Speech, or Impromptu Speech**, the presenter concisely recaps the message of the presentation or draws conclusions.

In an **Interpretive Reading** presentation, the nature of the conclusion depends on the type of creative piece and how it was introduced. It may be emphasized through a simple comment, a brief analysis, or an expressive body movement

(i.e., lowering one's head, stepping to one side, creating a noticeable pause, etc.).

Please note that this part of the presentation is called a summary in a **Demonstration and Illustrated Talk**. It is called a conclusion in **Prepared Speech** and **Impromptu Speech**. This is due to the fact that one type of presentation actually calls for a summary of the material presented and the other types require the presenter to bring the talk to a conclusion.

QUESTIONS

Contestants will be asked questions by judges at the conclusion of their presentation in the **Demonstration & Illustrated Talk** contest. Question time will not be counted in the allotted time. *Contestants should repeat the question and then answer it.*

There will not be questions asked at the end of a **Prepared Speech, Impromptu Speech**, or **Interpretive Reading** by either the judges or the audience.

VISUAL AIDS

Posters, Models, Charts, Power Points, physical items

The purpose of visual aids such as posters, charts, models, Power Point, photographs is to make it easier for your audience to understand your point. Aids should supplement, adding to the clarity and effectiveness of the presentation and should not detract from the main points. Sometimes knowing when to use a visual aid can be tricky.

- A chart or graph is used mostly when you want to show a comparison – growth or decline or establish a pattern.
- A poster is most useful when you want your audience to remember important facts or establish a sequence of steps. Beginners find a poster helpful in summarizing the main points of their presentation.
- Illustrated talks require the use of visual aids. Multiple visual aids would be expected for these presentations. You should vary your visual aids – for example, a poster and a model might be a good combination to help you make your point.
- There are many ways to make a poster to use for your presentation. Cloverbuds may use pictures instead of words to make their point because their reading ability may be limited. Older beginners may use markers and poster board, while more experienced youth may use a computer to create lettering or to create a Power Point aid. When using desktop publishing on your computer to make your poster, keep in mind that your font size is very important. No matter what method

you use to make your poster, chart or graph, follow the guidelines below to be sure your audience can read it.

- If a parent or friend helps you make your visual aid, it is expected that you will give that person the credit. Be sure to mention their interest and assistance in your presentation.
- When placing your visual aids at your presentation, be sure it can be clearly seen by you and the evaluator.
- Always be sure to utilize your visual aids in a meaningful way during your presentation. Visual aids are not decoration, but part of the presentation and point reductions will result from ineffective use.

Letter Size for Visibility

- 6 to 10 feet (4-H evaluators sit at this range)
 - ½ to ¾ inch size letters
- 20-30 feet (where your audience may be)
 - ¾ to 2 inch letters
- 30 to 50 feet
 - 2 to 3 inch letters

NOTE:

Powerpoint presentations must be provided to the Extension Agent one week in advance by email AND brought with you to the Contest on a flash drive.

“Visual Aids” Adapted from Cornell Cooperative Extension Fulton and Montgomery Counties Public Presentation Night Information Packet (2021)

GENERAL CONTEST RULES

1. Junior contestants are 8-10 years of age. Intermediate contestants are 11-13 years of age. Senior contestants must have passed their 14th birthday and not have reached the age of 19 as of December 31 of the previous year.
2. Each county is limited to three entries per class. Counties are encouraged to use the Danish system at their county-level contests and have judges rank their top three blue ribbon winners in each class to select the State contest entrants.
3. Presentations can be on any topic relative to today's youth and/or their 4-H project. Topics and content must be 4-H appropriate.
 - a. We ask that all presenters be sensitive to the diverse audience that may attend our county contest. All materials to be presented are subject to review and approval by the superintendent. Materials which include foul language, racial or religious overtones, or other topics/subjects deemed inappropriate by the superintendents will not be allowed. The judges will make the final determination.
4. The only public presentation division that allows teams is Demonstration & Illustrated Talk. A team shall consist of two 4-H members. Both team members may be from the same age division. If they are not, they must compete in the age division of the oldest member.
5. Time limits are event specific. See the rules for the specific division for more details.

	Junior	Intermediate	Senior
Demo & Illustrated Talk	4-6 min	6-8 min	8-10 min
Prepared Speech	3-5 min	4-6 min	6-8 min
Impromptu Speech	2-4 min	3-5 min	3-5 min
Interpretive Reading	3-5 min	4-6 min	6-8 min

Horse Demonstration	5-10 min	8-12 min	10-15 min
Horse Prepared Speech (Public Speaking)	3-5 min	5-7 min	7-10 min

6. Contestants should cite their major reference materials. In **Prepared Speech**, this is done within the speech. In **Demonstration & Illustrated Talk**, this may be done within the speech, but a works cited list must be presented at the end of the speech (this will not count toward their allotted time). In **Interpretive Reading**, the author and title of the selection should be included at the beginning of the presentation. **Impromptu Speeches** may or may not make references to specific material, but if they do, credit should be given within the speech for quotes or facts as necessary.
7. Contestants will be asked questions by judges at the conclusion of their presentation in the **Demonstration & Illustrated Talk** division. They will not be asked questions at the end of a **Prepared Speech, Impromptu Speech, or Interpretive Reading**. Question time will not be counted in the allotted time. Contestants should repeat the question and then answer it.
8. Contestants may use notes but are encouraged to speak from memory. Excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
9. A microphone will be provided for optional use by each presenter during the contest.
10. Each individual and team will be expected to provide their own visual aids, props or special equipment. Special equipment and/or supplies may be requested in advance (at least two weeks before the contest), however, equipment will depend on availability. Advanced requests must be made for special needs by contacting Katie Daywalker (kdaywalker@larimer.org). Early arrival on contest day is suggested for setting up special equipment. The **Demonstration & Illustrated Talk** contest will provide a table, projector, screen, and easel. A laptop will be present for presenters to use with the projector. Participants should bring their presentation on a flash drive. Participants are also encouraged to bring their own computer to present with (along with any special adaptors) as a backup. **Please note when registering if you'll need to use the projector.**

11. Members are discouraged from using a podium. A podium may be available for optional use by each presenter in the **Prepared** and **Impromptu** contests. Podiums are not intended to be used for **Demonstration & Illustrated Talk** or **Interpretive Reading** divisions.
12. Contestants must contact Katie Daywalker (kdaywalker@larimer.org) at the time of registration, or a minimum of two weeks prior to the contest date, to notify them if they are competing in another event that may conflict with the public presentations contests. Attempts will be made to make accommodations within reason, and with advance notification.
13. Adult judges will use the Colorado Public Presentation score sheets for the specific division/class. Ties will be broken by the judges.

2022 LARIMER COUNTY PUBLIC PRESENTATION CONTEST RULES

Katie Daywalker Superintendent

Contest Dates: Saturday, June 4th

Time: 1:00 pm

Location:Exhibition Hall, McKee building, The Ranch

Registration Deadline: May 25th 11:59 pm

Register via this form:

<https://docs.google.com/forms/d/e/1FAIpQLSfF1QtTD68pCwDLhk5QUwR40qa6hdtFmT4zVu5b0TEN6Ug6wA/viewform>

Age Divisions: All ages are as of December 31 of the previous year:

- Juniors: 8-10 years of age
- Intermediates: 11-13 years of age
- Seniors: 14-18 years of age

Classes:

Demonstrations & Illustrated Talks:

Individual Junior

Team Junior

Individual Intermediate

Team Intermediate

Individual Senior

Team Senior

Prepared Speech:

Prepared Speech Junior

Prepared Speech Intermediate

Prepared Speech Senior

Impromptu Speech:

Impromptu Speech Junior

Impromptu Speech Intermediate

Impromptu Speech Senior

Interpretive Reading:

Interpretive Reading Junior
Interpretive Reading Intermediate
Interpretive Reading Senior

Horse Demonstration:

Horse Demonstration Junior
Horse Demonstration Intermediate
Horse Demonstration Senior

Horse Prepared Speech (Horse Public Speaking):

Horse Prepared Speech Junior
Horse Prepared Speech Intermediate
Horse Prepared Speech Senior

Public Presentation Contest Rules:

Please see contest-specific section for additional rules pertaining to each division.

1. The contest will begin a 1:30 pm. Awards will be given at the end of the full program.
2. Contestants must be enrolled 4-H members in one of the following age categories:
 - a. Junior: 8-10 years 4-H age
 - b. Intermediate: 11-13 years 4-H age
 - c. Senior: 14-18 years 4-H age
3. The top three blue ribbon winners from each age division and class can compete at the state contest at State Fair in Pueblo for Demonstrations & Illustrated Talks and Interpretive Reading. The top three SENIOR blue ribbon winners from Prepared Speeches, Impromptu Speeches, Horse Demonstrations, and Horse Prepared Speeches (Public Speaking) can compete at the contest at State Conference in Fort Collins. In addition to awarding blue ribbons using the Danish System, judges will rank the top blue ribbons winners in each class to select State Fair and State Conference entrants.
4. Presentations can be on any topic relative to today's youth and/or their 4-H project. Topics and content must be 4-H appropriate. 4-H members are asked to be sensitive to the diverse audience that attends the fair. All materials to be presented are subject to review by the county extension office. Materials which are deemed inappropriate by the county will not be allowed. The judges will make the final determination together with the Superintendent.
5. Members may use their 4-H dogs, cats, or pocket pals that are identified in 4-H Online in their presentations. We are not able to accommodate larger animals, such as livestock or horses.

6. The only public presentation division that allows teams is Demonstrations & Illustrated Talks. A team shall consist of two 4-H members. Both team members may be from the same age division. If they are not, they must compete in the division of the oldest member. The exception is for a team containing one Cloverbud, which will participate as Cloverbuds.
7. Time limits are event and age-specific. Two points will be deducted from the total score on each judge's score sheet for every 30 seconds over or under the event and age division time limits. After the individual has been introduced by the emcee, the time will start once the contestant begins to speak and end when they stop speaking. For demonstrations, timing ends at the end of the presentation and does not include the question and answer period.

Please check the rules for each division for more details. For Demonstrations and Illustrated Talks, up to an additional five minutes is allowed for set-up and takedown.

	Junior	Intermediate	Senior
Demo & Illustrated Talk	4-6 min	6-8 min	8-10 min
Prepared Speech	3-5 min	4-6 min	6-8 min
Impromptu Speech	2-4 min	3-5 min	3-5 min
Interpretive Reading	3-5 min	4-6 min	6-8 min
Horse Demonstration	5-10 min	8-12 min	10-15 min
Horse Prepared Speech (Public Speaking)	3-5 min	5-7 min	7-10 min

8. Each individual and team will be expected to provide their own visual aids, props, or special equipment. The contest will provide a table, projector, screen, microphone, and easel. If contestants need more than one easel, they should bring the second easel. A podium will not be provided. A laptop will be present for presenters to use with the projector. Participants should bring their presentation on a flash drive but are encouraged to bring their own computer to present with (along with any special adaptors) as a backup. **If you have additional special**

needs, please email the contest superintendent by May 21st. Early arrival on the contest day is suggested for setting up any special equipment.

9. A tentative contestant order will be emailed in advance of the contest. Contestants must contact the superintendents to notify them if they are competing in another event that may conflict with this contest. Attempts will be made to make accommodations within reason, and with advance notification.
10. Awards: Junior, Intermediate, and Senior team and individual participants will be ranked 1-10. Champion and Reserve Champion individuals and teams will be designated in each age division.

DEMONSTRATION & ILLUSTRATED TALKS DIVISION RULES:

1. Each Demonstration and Illustrated Talk will be timed. Senior demonstrations must be between 8–10 minutes in duration. Intermediate demonstrations must be between 6–8 minutes in duration. Junior demonstrations must be between 4–6 minutes in duration. Two points will be deducted for each 30 second over or under the time limit. Participants will be given a 30-second warning before end of the time period. Up to an additional five minutes is allowed for set- up and take down.
2. Only the judges will ask questions to presenters at the end of their presentations. There will be no questions from the audience. Generally, each judge asks one question, but some judges may choose to ask a follow-up question.

PREPARED SPEECH DIVISION RULES:

1. Contestants can prepare a speech on any topic relative to today's youth, but they must relate it to 4-H in some way.

In addition, topics and content must be 4-H appropriate. We ask that all presenters be sensitive to the diverse audience that attends the event. All materials to be presented are subject to review and approval by the superintendents. Materials which include foul language, racial or religious overtones, or other topics/subjects deemed inappropriate by the superintendents will not be allowed. The judges will make the final determination.

2. Contestants may not use any costumes, posters, visual aids, or props for their presentations.
3. Contestants are not allowed to present any items to the judges.

4. Each speech will be timed and must be between 6-8 minutes in duration. Two points will be deducted for each 30 seconds over or under the time limit. Participants will be given a 30-second warning before the end of the time period.
5. Contestants may use notes. However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
6. A public address (PA) system may be used when available but is not required.
7. Contestant order will be determined by a random drawing and announced before the contest begins.
8. Judging will be done by adult judges.
9. Ties will be broken by the judges.
10. Judges will use the Colorado State Speech Contest Prepared Speech Score Sheet.

IMPROMPTU SPEECH DIVISION RULES:

1. Contestant will select a topic for his/her speech by randomly drawing three questions from a pool of questions. They will select one question and return the other. A maximum of one minute will be allowed for this process. Questions will be relative to today's youth and may include current events, 4-H, and/or social issues. Examples of the type of questions include:
 - a. If I were an author, I would write about...
 - b. One issue facing teenagers today is...
 - c. If I could describe my personality as a tree, which tree would I be...
 - d. What has being involved in 4-H taught me?
2. Questions will be at the discretion of the superintendent. Only the superintendent will know the questions prior to the contest. No two contestants will speak on the same topic.
3. Contestants may not use any costumes, posters, visual aids, or props for their presentations.
4. Contestants are not allowed to present any items to the judges.
5. Contestants will be allowed 10 minutes to organize their thoughts before beginning their presentation. Time will begin when they select their question.

6. Each speech will be timed and must be between 3-5 minutes in duration. Two points will be deducted for each 30 seconds over or under the time limit. Participants will be given a 30-second warning before end of time period.
7. Contestants will be allowed to organize their thoughts on a blank note card (supplied). However, the excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
8. A public address system will be available for use but is not required.
9. Contestant order will be determined by a random drawing and announced before the contest begins.
10. Ties will be broken by the judges.
11. Judges will use the Colorado State 4-H Impromptu Score Sheet.

INTERPRETIVE READING DIVISION RULES:

1. Members deliver a rendition of a piece of pre-written material. The pre-written material should be a selection from a book, poem, story, etc., and should be 4-H appropriate. This area is not intended for presentation of original material written by the presenter. Members may choose which selection or multiple portions of a text to present but may not change the content. Content should be cohesive and transition smoothly from one portion to the next.
2. During the beginning of the reading, speakers should introduce their piece and explain the significance of the material.
3. Costumes and small props can be used but they need to be simple and minimal and not detract from the strength of the presenter. Everyone will be expected to provide their own equipment. General equipment and supplies such as tables and chairs will be furnished when requested in advance of competition.
4. Each Interpretive Reading will be timed. Senior readings must be between 6–8 minutes in duration. Intermediate readings must be between 4–6 minutes in duration. Junior readings must be between 3–5 minutes in duration. Two points will be deducted for each 30 seconds over or under the time limit. Participants will be given a 30-second warning before end of the time period.

HORSE DEMONSTRATION DIVISION ELIGIBILITY & RULES:

CONTESTANTS AND ELIGIBILITY

1. There is an individual contest and a team contest. A team consists of 2 members.
2. Contestants must be enrolled in 4-H in the county or area they represent or combined in accordance with state 4-H policy prior to April 15 of the current year.
3. Contestants must be at least 14 years of age but not yet have achieved their 19th birthday on January 1 of the year they qualified to compete.
4. *Please note: Only for Senior Contestants hoping to compete at the state level: Contestants in the State Horse Demonstration Contest must not have participated in any post-secondary (university, college, junior college, or technical school) competitive demonstration contest. Neither can a contestant be a member of a post-secondary team undergoing training in preparation for such an event.*

DIVISION RULES

1. The subject matter must pertain to the horse industry. Demonstrations or presentations not appropriately related to the horse industry can be disqualified at the discretion of the judge(s).
2. Presentations may be either of demonstration or illustrated talk format. No live animals may be used.
3. Contestants may use notes. However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
4. A public address system will be available for use but is not required.
5. Creative audio visual aids may be used, but the contestants must be involved in making or designing them.
6. During the competition, the contestants may introduce themselves by name, county and presentation topic.
7. Presentations should be 10-15 minutes in length. One point will be deducted from the total score for each minute or fraction of a minute under 10 minutes or over 15 minutes by each of three judges, for a three-points per minute total deduction. After the individual or team has been introduced by the superintendent, the time will start once the contestant(s) begin(s) to speak.

8. Contestants should cite their major reference materials at the end of the presentation. This time will not be counted in the allotted time.
9. Only the judge(s) may ask questions of the contestant. Question time will not be counted in the allotted time. Contestant should repeat the question, then answer it.
10. Contestant order will be determined by a random drawing.
11. For educational purposes the management may videotape all demonstrations with individual or team consent.
12. Once an individual or team has started their demonstration (in this case it is after they have been introduced by the superintendent), they may not receive assistance from any coach, parent, audience member, or other person, which includes, but is not limited to, the stroking of any key on a computer or other audio visual device. The penalty for violating this rule is disqualification.
13. Ties will be broken by first the judges' accumulated delivery score, second by the judges accumulated organization score and third on content and accuracy scores.
14. EQUIPMENT: The contest officials will supply one table and one easel. Any other equipment needs must be made through special arrangements with the superintendents a minimum of two (2) weeks in advance of the contest date. Contest management will not be held responsible for failure of A/V equipment to operate properly.
15. Judges will use the Colorado State 4-H Horse Presentation Score Sheet.

HORSE PREPARED SPEECH (PUBLIC SPEAKING) DIVISION RULES:

CONTESTANTS AND ELIGIBILITY

1. This is an individual contest.
2. *Please note: Only for Senior Contestants hoping to compete at the state level, the following rules will apply to any senior who qualifies to potentially represent Larimer County in the state contest:*
 - a. Contestant must be at least 14 years of age but not yet have achieved their 19th birthday on January 1 of the year they qualified to compete.
 - b. Contestants must not have participated in any post secondary (university, college, junior college, or technical school) competitive public speaking contest. Neither can a contestant be a member of a post secondary team undergoing training in preparation for such an event.

- c. Contestants must not have competed in horse public speaking contests in the past at either the U.S. Invitational, the National 4-H Horse Roundups, the National 4-H Horse Classic - Western Division or the Eastern National 4-H Horse Roundup.

CONTEST RULES

1. The subject matter must pertain to the horse industry. Speeches not appropriately related to the horse industry can be disqualified at the discretion of the judge(s).
2. No visual aids may be used, including the use of handouts such as bibliographies and pamphlets. Contestants will be disqualified for using any visual aid, including handouts, prior to, during and after the speech.
3. Contestants may use notes. However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
4. A public address system will be available for use but is not required.
5. During the competition the contestants may introduce themselves by name, county and speech topic.
6. Speeches should be 7-10 minutes in length. One point will be deducted from the total score for each minute or fraction of a minute under 7 minutes or over 10 minutes by each of three judges for a three points per minute total deduction. After the individual has been introduced by the superintendent, the time will start once the contestant begins to speak.
7. Contestants should cite their major reference materials at the end of the competition. This time will not be counted in the allotted time.
8. Only the judge(s) may ask questions of the contestant. Question time will not be counted in the allotted time. Contestant should repeat the question, then answer it.
9. Contestant order will be determined by a random drawing.
10. Ties will be broken by: first, the judges' accumulated delivery score, second, the judges accumulated organization score; and, third, on content and accuracy scores.
11. For educational purposes the management may videotape all speeches with individual consent.
12. Judges will use the Colorado State 4-H Horse Public Speaking Score Sheet.

PRESENTATION TIP SHEET



INTRODUCTION TIPS

The introduction is a very important part of your presentation. It is your time to capture the audience's attention, and familiarize them with your topic. The introduction helps set the tone for the rest of your presentation. To help plan your introduction, you should write a purpose statement about what you want the audience to learn from your speech. You can then use this information to help you plan an appropriate introduction.

There are many ways to start a speech. Here are a few options:

- **Ask your audience a question.** This will get the audience to start thinking about your topic.
- **Tell a story.** Begin with a personal or fictional story to gain audience interest.
- **Use a starter.** Get your audience's attention by using a louder voice or making a quick move.
- **Use a quote.** Select a quote from an author, songwriter, poet, or other individual that relates to your subject.

CONCLUSION TIPS

The conclusion is your opportunity to review what you presented with the audience. Here are some tips for effective conclusions:

- Go back over the main points of your speech. Example: "Today I have told you how to _____, _____ and _____."
- No new material should be introduced at this time.
- Be brief and give the audience the feeling you are wrapping it up.
- Think about tying your conclusion to any stories, quotes, or examples you used in your introduction.
- You can challenge your audience to do something in your conclusion. Example: "I have told you about how I have picked up trash on the highway, collected recycled materials, and worked at our local homeless shelter. I challenge everyone in the audience to get involved in community service to make our community a better place to live."

GENERAL DELIVERY TIPS

Delivery is the way you use your voice and your body to present your speech. It includes things like your facial expression, appearance, voice, eye contact, gestures, and body movement. Here are some tips to help with your general delivery:

- **Volume** is how loud or soft your voice is. Be sure to speak at a loud enough volume so that everyone in the room can hear you.

- Pitch is your voice on a musical level, or simply the highness or lowness of your voice. Vary your pitch throughout the speech to emphasize points and add interest.
- Rate of speech, or pace, is how fast or how slow you talk. Talking at a moderate or slow pace will help the audience to better understand your presentation. You can slow down and speed up your speech to emphasize various points and phrases. Remember that nerves usually cause speakers to speed up their rate of speech on contest day. Try to combat the urge to speed through your presentation!
- Avoid using filler words such as “like” “well” “er” “ah” “um” and “you know”.
- When pronouncing words, be sure you are correct and clear.
- Remember that when you turn away from the audience during a presentation for whatever reason, you need to make sure you still project your voice forward. When your head is turned away from the audience it can become very difficult to hear you.
- Gestures are movements of your body, especially your hands and head, which help express meaning. Gestures should be used to add emphasis to important parts of your speech, and should appear natural and not be distracting.
- Eye contact is an important part of connecting with your audience. Try to make eye contact with the judge, as well as people in all parts of the room.
- Use of a podium is discouraged. Instead, think about using the space you have to help advance your speech. You can use movement to show the progression of your speech. For example, you can start in the middle for your introduction, then move a few steps to the right for your first point, to the middle for your next point, and so on. Remember not to just pace the room aimlessly. Movement should have purpose and should not take away from your speech.

GENERAL APPEARANCE TIPS

Your appearance plays an important role in how you seem to the audience. Keep these tips in mind:

- Wear clothing that is clean, neat, and appropriate for your speech and age.
- Make sure your clothing and accessories are not distracting. Clothes should generally not have writing on them, and should fit you in such a way that they are not getting in the way of your hands while you present.
- Style your hair so that it will stay out of your face during your presentation.

DEMONSTRATION AND VISUAL AID TIPS

- If your event permits visual aids, make sure they are simple, clear, and sized appropriately so that everyone in the room can read them.
- Consider mounting any posters on foam core, or another sturdy material, and consider bringing clips to attach posters to easels, or bringing materials to put behind boards so they don't fall over.
- When choosing materials for your demonstrations, remember that if the audience can't see it you shouldn't use it. Consider alternate methods for demonstrating detail work, including making larger mock-ups, or using the projector to show detail work through pre-recorded videos

or photos. Alternately, try to select demonstration topics that will be easily visible and understood by the audience.

- Consider bringing a table cloth to help make your workspace look nicer, and to help with clean-up. Make sure the table you are demonstrating on is as close to the judges and audiences as possible in the space.
- Always think about what you are demonstrating from the judge and audience perspective. If they won't be able to see or read it, don't do it.

OVERALL TIPS

- It's important to show that both you and your speech have a direction. To do this, define your purpose and keep it in mind throughout your speech.
- You can use notes for your event, but memorization is encouraged. If you do choose to use notes, use them minimally and unobtrusively.
- The audience must believe in you and you must believe in yourself. Confidence shows and sells.
- Remember that mistakes happen. It's okay to make a mistake. Try not to get flustered, take a deep breath, collect yourself and go right on with your presentation.

References

Colorado State University Extension (2018). *Public Presentation Program*.

Cornell University Cooperative Extension Fulton and Montgomery Counties (2021). *2021 4-H Public Presentation Night Information Packet*.

Public Presentation Planning Worksheet

Name: _____ Date: _____

Type of Presentation:

Demonstration: _____ Illustrated Talk _____ Prepared Speech _____ Impromptu Speech _____

Interpretive Reading _____

Horse Demonstration _____ Horse Prepared Speech (public speaking) _____

TOPIC:

I will do my presentation on : _____

A good title for my presentation would be: _____

INTRODUCTION:

Attention Getter

State the Topic

Relate to the Audience

Preview main points

BODY:

Major Point 1

Major Point 2

Major Point 3

CONCLUSION:

Signal Close

Reinforce Major Points

Strong Ending

PRESENTATION LENGTH:

	Junior	Intermediate	Senior
Demo & Illustrated Talk	4-6 min	6-8 min	8-10 min
Prepared Speech	3-5 min	4-6 min	6-8 min
Impromptu Speech	2-4 min	3-5 min	3-5 min
Interpretive Reading	3-5 min	4-6 min	6-8 min
Horse Demonstration	5-10 min	8-12 min	10-15 min
Horse Prepared Speech (Public Speaking)	3-5 min	5-7 min	7-10 min

Practice Time 1: _____ Practice Time 2: _____ Practice Time 3: _____ Practice Time 4: _____

VISUAL AIDES: Posters _____ Handouts _____ Power Point _____ Video _____ Props/Equip _____

SOURCES USED:

“Public Presentation Planning Worksheet” Adapted from Cornell Cooperative Extension Fulton and Montgomery Counties Public Presentation Night Information Packet (2021)

Larimer County 4-H Public Presentation Contest Cloverbud Evaluation



My Name _____

My 4-H Club Name _____

My Age _____ My School Grade _____

I've been in 4-H for _____ years.

I've done a 4-H Public Presentation (How many times):

_____ in my club _____ at the County Contest

Presentation Title: _____

Category	X	Comments
Looked nice & neat		
Nice clear loud voice		
Good poster		
Good posture		
Looked at audience		
Understood topic		
Award received	Participation Ribbon	

Additional Comments:

To be completed by the evaluator only

Evaluator Name: _____ Length of Presentation: _____

DEMONSTRATIONS AND ILLUSTRATED TALKS

SCORESHEET

Presenter's Name: _____

Division: Junior Intermediate Senior

Title _____

Time: At finish _____ At Start _____ Total Time: _____ Placing _____

Criteria	E	G	F	N/I	Comments
Introduction (15 points possible) Attention of audience gained Why subject is important Objectives clearly outlined	5 5 5	4 3 4 3 4 3	2 2 2	1 1 1	
Body (50 points possible) Accurate and complete Correct method (illustrated/demonstrated) Logical steps presented Skilled use of visual/other aids Overall effective presentation	10 9 10 9 10 9 10 9 10 9	8 7 6 8 7 6 8 7 6 8 7 6 8 7 6	5 4 3 5 4 3 5 4 3 5 4 3 5 4 3	2 1 2 1 2 1 2 1 2 1	
Summary (15 points possible) Purpose achieved Main points summarized Quality reference cited	5 5 5	4 3 4 3 4 3	2 2 2	1 1 1	
Appearance (10 points possible) Posture and poise Appropriate dress, no visible distractions	5 5	4 3 4 3	2 2	1 1	
Teamwork (for Team Demo/Talks) (10 points possible) Division of responsibility	10 9	8 7 6	5 4 3	2 1	
Questions (10 points possible) Clear & concise response Repeats question & keeps composure	5 5	4 3 4 3	2 2	1 1	

E= Excellent G=Good F=Fair N/I= Needs Improvement Judges Note: N/I category requires a comment Revised 2018

Total Points: _____

Deductions for Time: _____

FINAL SCORE: _____

(100 pts. Possible/110 for teams)

Time limits are 4-6 minutes for juniors, 6-8 minutes for intermediates, and 8-10 minutes for seniors. Penalty of 2 points for each 30 seconds over or under the time limit.

COLORADO 4-H

Prepared Speech Score Sheet



COLORADO STATE UNIVERSITY
EXTENSION

OVERALL RANK

Speaker's Name: _____ County: _____

Topic: _____

BASIS FOR SCORING	Needs Improvement	Fair	Good	Excellent	SCORE	COMMENTS
General Appearance (10% of score)						
Posture & poise	1	2	3 4	5		
Appropriate dress, no visible distractions	1	2	3 4	5		
Projection to Audience (10% of score)						
Eye contact & facial expressions	1	2	3 4	5		
Body control, gestures	1	2	3 4	5		
Voice Control (15% of score)						
Pitch & volume	1	2	3 4	5		
Inflection & emphasis	1	2	3 4	5		
Articulation	1	2	3 4	5		
Pronunciation & Enunciation (10% of score)	1 2	3 4 5	6 7 8	9 10		
Language Effectiveness (10% of score)						
Appropriate words	1	2	3 4	5		
Skill in using meaningful quotes	1	2	3 4	5		
Organization of Content (25% of score)						
Introductory statements of key points	1	2	3 4	5		
Introduction gains attention	1	2	3 4	5		
Body – Development of key points	1	2	3 4	5		
Conclusion – Summary of key points	1	2	3 4	5		
Statement & coverage of topic	1	2	3 4	5		
Overall Quality (20% of score)						
Originality	1	2	3 4	5		
Appropriate topic	1	2	3 4	5		
Skill in use of notes	1	2	3 4	5		
Topic coverage	1	2	3 4	5		
COLUMN TOTAL:			Grand Total:			

Total Points: _____

Time of Speech: _____ minutes _____ seconds

Deduction for Time: - _____

FINAL SCORE: _____
(100 Pts. Possible)

Prepared speeches must be 6 to 8 minutes long. A penalty of 2 points for each 30 seconds over or under the time limit will be assessed.



OVERALL RANK

COLORADO 4-H

Impromptu Speech Score Sheet

Speaker's Name: _____ County: _____

Topic: _____

BASIS FOR SCORING	Needs Improvement	Fair	Good	Excellent	SCORE	COMMENTS
General Appearance (10% of score)						
Posture & poise	1	2	3 4	5		
Appropriate dress, no visible distractions	1	2	3 4	5		
Introduction (10% of score)						
Attention getting	1	2	3 4	5		
Opening introduced purpose & subject	1	2	3 4	5		
Body (15% of score)						
Main points logically arranged & relevant	1	2	3 4	5		
Important points were easy to follow	1	2	3 4	5		
Appropriate supporting information	1	2	3 4	5		
Projection to Audience (10% of score)						
Eye contact & facial expressions	1	2	3 4	5		
Body control, gestures	1	2	3 4	5		
Voice Control (10% of score)						
Pitch & volume	1	2	3 4	5		
Inflection & emphasis	1	2	3 4	5		
Pronunciation & Enunciation (10% of score)	1 2	3 4 5	6 7 8	9 10		
Language Effectiveness (10% of score)						
Appropriate words	1	2	3 4	5		
Skill in using meaningful quotes	1	2	3 4	5		
Summary (10% of score)						
Stresses important points	1	2	3 4	5		
Has definite closing	1	2	3 4	5		
Overall Quality (15% of score)						
Originality	1	2	3 4	5		
Skill in use of notes	1	2	3 4	5		
Topic coverage	1	2	3 4	5		
COLUMN TOTAL:			Grand	Total:		

Total Points: _____

Time of Speech: _____ minutes _____ seconds

Deduction for Time: - _____

FINAL SCORE: _____
(100 Pts. Possible)

Impromptu speeches must be 3 to 5 minutes long. A penalty of 2 points for each 30 seconds over or under the time limit will be assessed.

INTERPRETIVE READING

SCORESHEET



Presenter's Name: _____

Division: Junior Intermediate Senior

Title _____

Time: At finish _____ At Start _____ Total Time: _____ Placing _____

Criteria	E	G	F	N/I	Comments
General Appearance (10% of score)					
Posture & Poise	5	4 3	2	1	
Appropriate dress/costume	5	4 3	2	1	
Material Selection (10% of score)					
Material is interesting & appropriate	5	4 3	2	1	
Cohesiveness of selection	5	4 3	2	1	
Introduction (10% of score)					
Adequacy of introduction of material	5	4 3	2	1	
Explanation of significance of material	5	4 3	2	1	
Projection to Audience (15 % of score)					
Eye contact & facial expressions	5	4 3	2	1	
Appropriateness of gestures	5	4 3	2	1	
Body language & use of space	5	4 3	2	1	
Voice Control (15% of score)					
Pitch & volume	5	4 3	2	1	
Inflection & emphasis	5	4 3	2	1	
Pacing & speed	5	4 3	2	1	
Pronunciation & Enunciation (5& of score)	5	4 3	2	1	
Enthusiasm & Sincerity (10% of score)	10 9	8 7 6	5 4 3	2 1	
Appropriate Closing (5% of score)	5	4 3	2	1	
Overall Quality (20% of score)					
Overall salesmanship of materials	10 9	8 7 6	5 4 3	2 1	
Audience engagement	10 9	8 7 6	5 4 3	2 1	

E= Excellent G=Good F=Fair N/I= Needs Improvement Judges Note: N/I category requires a comment Revised 2018

Total Points: _____

Deduction for Time: - _____

FINAL SCORES: _____

Time limits are 3-5 minutes for juniors, 4-6 minutes for intermediates, and 6-8 minutes for seniors. Penalty of 2 points for each 30 seconds over or under the time limit.

(100 Pts. Possible)

Name _____

County _____

4-H HORSE PRESENTATION SCORE SHEET

	SCORE	COMMENTS
Introduction 10 pts. 1. Did the introduction serve to create interest in the subject? 2. Was introduction short and to the point? 3. Was a catchy title used?		
Organization 25 pts. 1. Was only one main idea presented? 2. Did the discussion relate directly to the step as it was shown? 3. Was each step shown or illustrated just as it should be done in an actual situation? 4. Could audience see each step? 5. Were materials and equipment carefully selected, neatly arranged and well organized? 6. Were charts and posters used if and when needed? 7. Were key points or each step stressed?		
Content and Accuracy 25 pts. 1. Were facts and information accurate? 2. Was there enough information? 3. Were approved practices used? 4. Was credit given to sources of information, if appropriate? 5. Was content appropriately related to the horse industry?		
Stage Presence 10 pts. 1. Was presenter neat and appropriately dressed for subject of presentation? 2. Did presenter speak directly to the audience? 3. Did presenter look at audience? 4. Was the presenter too fast; too slow? 5. Was good teamwork displayed? (Generally not advisable for one person to do all the talking and the other one all the presenting).		
Delivery 15 pts. 1. Did presenter appear to enjoy giving presentation? 2. Did presenter have good voice control? 3. Were all words pronounced correctly? 4. If notes were used, was it done without detracting from speech? 5. Did presenter seem to choose words at the time they were spoken? (Avoid a memorized presentation)		
Effect on Audience 5 pts. 1. Did audience show an interest in the presentation? 2. Could audience go home and carry out the idea?		
Summary 10 pts. 1. Was the summary short and interesting? 2. Were the key points briefly reviewed? 3. Did summary properly wrap up the presentation? 4. Could presenter handle questions easily?		
TOTAL	_____	
TIME	_____	
PLACING	_____	

JUDGE: _____

Presentation Title: _____

Name _____

County _____

Speech Title: _____

4-H HORSE PUBLIC SPEAKING SCORE SHEET		
	SCORE	COMMENTS
Introduction 10 pts. 1. Did the introduction serve to create interest in the subject? 2. Was introduction short and to the point?		
Organization 25 pts. 1. Were the main points easy to follow? 2. Were the main points arranged in the best order? 3. Were sentences short, easy to understand? 4. Was speech interesting?		
Content and Accuracy 25 pts. 1. Were facts and information accurate? 2. Was there enough information concerning the subject? 3. Was credit given to sources of information, if appropriate? 4. Was content appropriately related to the horse industry?		
Stage Presence 10 pts. 1. Was speaker neat and appropriately dressed? 2. Was the speaker friendly? 3. Did speaker talk directly to the audience? 4. Did speaker look at audience? 5. Was posture erect, but not stiff? 6. Did speaker refrain from leaning on podium? 7. Did speaker seem relaxed and at ease?		
Delivery 15 pts. 1. Did speaker have appropriate voice control? 2. Were all words pronounced correctly? 3. Did speaker's facial expressions reflect the mood of the speech? 4. If notes were used, was it done without detracting from the speech? 5. Did speaker seem to choose words at the time they were spoken? (Avoid a memorized or read-type delivery).		
General 5 pts. 1. Did speaker convey to the audience a sense of wanting to communicate? 2. Did speech reflect the thoughts and personality of the speaker?		
Conclusion 10 pts. 1. Was the conclusion short and interesting? 2. Did the conclusion properly wrap up the speech? 3. Could the speaker handle questions easily?		
TOTAL	_____	
TIME	_____	
PLACING	_____	

JUDGE: _____