

# *EXTEMPORANEOUS PRESENTATION*

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## ***EXTEMPORANEOUS PRESENTATION***

### **OVERVIEW**

TSA participants in Extemporaneous Presentation are required to give a three- to five-minute speech fifteen (15) minutes after having drawn a card on which a topic for their speech is written.

### **PURPOSE**

Extemporaneous Presentation gives participants the opportunity to demonstrate and communicate orally concerning their knowledge of technology TSA subjects.

### **ELIGIBILITY**

Entries are limited to one (1) individual per chapter.

### **TIME LIMITS**

- A. Each speech must be more than three (3) minutes and less than five (5) minutes.
- B. Time commences when the speaker begins talking and concludes at the end of the speech.
- C. The timekeeper visually notifies the speaker of the time remaining by using six (6) separate cards. Each of the six (6) cards has a number (4, 3, 2, 1, M, O) shown in descending order to the participant by the timekeeper during the speech.
- D. 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.

### **PROCEDURE**

- A. Participants gather in the event area at the time designated in the program to work with the event coordinator in determining the rotation times for participants.
- B. The random draw for the topic is held fifteen minutes before each participant enters the presentation room. Each participant draws three cards [containing one (1) topic per card] from a box and then selects one (1) topic from the three (3) on which to speak. The cards with the unused topics are returned to the box.
- 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 his/her 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

# *EXTEMPORANEOUS PRESENTATION*

- begins his/her speech preparation, again with fifteen (15) minutes to prepare their speech.
3. Each participant, in turn, is allowed to enter the preparation room at seven (7) minute intervals, thus enabling a constant flow of participants to speak before the event 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 using their registration number in the order of the drawing that took place at the beginning of the event.
  - E. Observers are not allowed to be present during event heats, this includes the preparation room. Observers are allowed to witness the finals only. No talking or gesturing is permitted. Observers are NOT allowed to enter or leave during a speech.
  - F. After speaking, the participant must return his/her topic card to the event evaluators.
  - G. Event evaluators 1. Event evaluators rate each participant upon the delivery of their speech independently, using the rating forms provided. When all of the participants have finished speaking, each evaluator finalizes the score for each participant. The timekeeper's record is used in helping compute the final rating for each individual. The timekeepers notify event evaluators of any time under or over for which deductions should be made.
  - H. Participants will be assigned to a heat and present. Each group of evaluators forwards the ID #'s of participants who are asked to participate in a final round. The top ten are selected from the pool of final- round participants

## **REGULATIONS**

- A. No reference is to be made concerning the name of the participant or their school.
- B. Each speech must be the result of the participant's own effort, using only reference material that the participant brings to the preparation room. No other assistance may be provided.
- C. Any notes for speaking must be written during the fifteen (15) minute preparation period.
- D. While participants are permitted to use notes when speaking, it should be noted that deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation.

## **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.

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## ***EXTEMPORANEOUS PRESENTATION EVENT COORDINATOR INSTRUCTIONS***

### **PERSONNEL**

- A. Event coordinator
- B. Event evaluators, three (3) per event room
- C. Timekeepers, one (1) per event room who records the time used by each participant in delivering his/her speech.
- D. Monitors, one (1) per event room

### **MATERIALS**

- A. Coordinator's box, containing:
  - 1. Event guidelines, one (1) copy each for coordinator and evaluators
  - 2. Official rating forms
  - 3. List of entries, with finalist report
  - 4. List of event evaluators/assistants
  - 5. Pencils for evaluators
  - 6. Notepads
  - 7. Finalist list for posting
  - 8. Results envelope
- B. Competitive event personnel list
- C. Speaker's stand/podium
- D. Stopwatches for timekeepers, one (1) per heat and two (2) for preparation room
- E. Table and chairs for three (3) event evaluators and the timekeeper
- F. Chairs for the audience, for finals only
- G. 3"x 5" blank note cards, for participants to outline their presentation
- H. Pencils
  - 1. 3"x 5" topic cards--a minimum of fifteen (15) different topics from which to select
- J. Tables and chairs in the preparation room

### **PROCEDURE**

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's box. 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, regulations and all other

# *EXTEMPORANEOUS PRESENTATION*

details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.

- D. Begin the event at the scheduled time by closing the doors and checking the entry list. All participants and event evaluators should be in the room at this time. Any participant not present is disqualified. In order to compete, participants must be on the entry list or must have approval of the CRC chairman.
- E. For participants who violate the rules, the decision either to deduct twenty (20) points or disqualify the entry must be discussed and verified with the event evaluators, event coordinator, and a CRC manager.
- F. Evaluators independently review the entries, then tally and submit their signed official rating form.
- G. Complete the finalists report, including evaluators' signatures. Evaluators discuss and break any ties that affect the top three (3) placements.
- H. Submit the finalists report, including a ranking of the ten (10) finalists, and all related forms in the results envelope to the CRC room.
- I. If necessary, manage security and the removal of materials from the area.

# *EXTEMPORANEOUS PRESENTATION*

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<b>2001-2002 OFFICIAL RATING FORM</b>						<b>Junior or HIGH SCHOOL</b>						
ENTRANT'S ID #												
<b>EVALUATIVE CRITERIA</b>												
<b>Knowledge of subject</b> .... 20 pts. Importance and appropriateness of subject, suitability of material used, accuracy of statements, and evidence of purpose.												
<b>Organization of material</b> .. 20 pts. Organization of content, utility of thought, logical development, language used, sentence structure, accomplishment of purpose, conclusions												
<b>Power of expression</b> ..... 20 pts. Fluency, emphasis, directness, sincerity, communicative ability, and conveyance of thought and meaning												
<b>Voice</b> ..... 10 pts. Quality, pitch, articulation, pronunciation, and force												
<b>Stage presence</b> ..... 10 pts. Personal appearance, poise, body posture, attitude, confidence, personality, and ease before an audience												
<b>General effect</b> ..... 20 pts. Extent to which the speech was interesting, understandable, convincing, pleasing, and attention-holding												
<b>SUBTOTAL</b> ..... 100 pts.												
Time deductions ..... 1 point for each 10-second interval over 5 minutes of under 3 minutes												
<b>TOTAL</b> ..... 100 pts.												
Evaluator's Comments												
<i>I certify these results to be true and accurate to the best of knowledge.</i>												
Evaluator's signature _____												