



# 4-H PEI

## Communications

### Judging 4-H Communications

**Thank You** for agreeing to participate as a Judge for 4-H PEI Communications (Public Speaking & Demonstrations)

The Communications Project serves to support 4-H members in:

- developing skills related to the preparation & presentation of 4-H speeches and/or demonstrations
- building of self confidence while learning how to express thoughts in public settings
- completing one of the four requirements mandatory for finishing the 4-H year

## Overview

- The goal of the 4-H Communications project is to assist members in strengthening their public speaking skills throughout their 4-H career. The aim is to ensure that members are aware of the areas in which they are doing well, and also the areas where they may need to improve as they develop this skill.
- Judges hold the responsibility of assessing member presentations based on the communication rules as implemented by 4-H PEI. Evaluation shall be subjective as judges may place different emphasis on different speaking components. However, judges are asked to assess each presentation based on what is seen and heard using the criteria listed on the scoresheets as a guideline (*samples of sheets are included*)
- A panel (in some cases, two panels) of 3 judges will be assembled for Club, Regional and/or Provincial Communications

## General Rules

- **4-H Year Completion** requires that **ALL** members prepare and present at the Club Communications Event **OR** at another event/time
- **The Communications Project is divided into two (2) competition categories:**

**SPEECH** - an original verbal presentation which can be completed with or without the use of visual aids. Visual aids may include pictures, slideshows, posters, etc. However, the aids must not distract from the speaker and/or the speech. An **Illustrated Speech** (ie. Power Point Presentation) also fits into this category and is defined as “*mostly speaking with the use of some visual aids*”.

**4-H Speeches** should follow this format: Basic Introduction / Main Body / Closing or Conclusion

- **DEMONSTRATION** - a verbal presentation showing **HOW TO DO** or **HOW TO MAKE**, demonstrating as many steps as possible. A demonstration is the combination of speech and action with the use of materials, props and visual aids. Posters can be either digital or created on Bristol board and will be used to illustrate, list the steps and summarize the process. Demonstrations usually have a tangible item to display at the end of the presentation.

**4-H Demonstrations** should follow the same format, with a few key additions:

- Opening: share material / supply list & equipment
- Body: demonstrate how to make / how to do
- Review procedure / questions / closing

\*\*If the presentation is a “team demonstration” only one sheet is required

- Members will participate in the speaking or demonstration category as determined by their 4-H age (age as of Jan. 1 of the current 4-H year)
- In a Team Demonstrations, the category is always determined by the age of the oldest 4-H member

#### **Public Speaking Categories**

Junior 9-11 years  
Intermediate 12-14 years  
Senior 15-21 years

#### **Speaking Time Limits**

Junior 2-3 minutes  
Intermediate 3-5 minutes  
Senior 5-7 minutes

#### **Demonstration Categories**

Junior Single 9-14 years  
Junior Team 9-14 years  
Senior Single 15-21 years  
Senior Team 15-21 years

#### **Demonstration Time Limits (not including set-up/clean-up)**

Junior 5-7 minutes  
Senior 7-10 minutes

### **Regarding timing of presentations as approved by PEI 4-H - Board of Directors (Summer 2022)**

#### **Club Level**

There will be **NO** penalties at the club level for being over or under time. Those chosen to present at the regional level are permitted to add/take away from the original presentation to be within the allotted time for the category.

#### **Regional Level**

Members over or under the time allotted for their category will **NOT** be permitted to move forward to the next level of competition.

#### **Provincial Level**

Members over or under the allotted time for their category will **NOT** be considered for placing in the top 3 of the competition

### **SCORE SHEETS, RATINGS & COMMENTS (please see samples on Page 4 & 5 for reference)**

- Each judge will have one score sheet for each presentation. Please check that the information on the score sheet matches the presentation being judged (i.e. member name, presentation title, category)
- The score sheets are designed to follow the flow of a presentation in terms of speaking elements and the criteria expected for each.
- Written comments should be constructive but positive/encouraging. The comment section will give you an opportunity to explain your reasoning for a particular rating and further strengthen the learning aspect for the member.

**Judges are asked to check ALL of the rating boxes AND provide comments for the presentations while the speech or demonstration is in progress.** The event will move quickly, but we do ask that you take time to check one rating box for each criteria and share written comments for the member on something specific they did well and something that stands out as needing improvement (particularly if you checked this box for any of the criteria - this is an opportunity to explain).

If you cannot decide between two ratings (*ie. Very Well Done vs Great Job*), you are encouraged to check the lesser of the two. This will serve to encourage members to work on that specific component and recognize that there is always room for improvement! Members will receive the entire scoresheet to use as a learning tool as they move forward in developing this skill!

#### **The 4-H Representative will:**

- Review the judging procedure before event as well as assist judges during deliberation
- Provide judges with what will be needed for the event - pens, pencils, score sheets, etc.
- Collect score sheets during presentations / prepare tabulations for deliberation
- Keep & record time for each presentation.

## SCORESHEET RATING KEY

This KEY will accompany the score sheet (given to the member) to help explain the ratings that were given by the judges during their presentation

**VERY WELL DONE** - Indicates that you really impressed the judges and there was little room for improvement. You should not be discouraged if you receive few (or no) "Very Well Done" ratings – the judges have been told that this rating is to only be use when a component needs no improvement

**GREAT JOB** - Indicates that you did a **very** good job! There was little error and with a bit more practice or attention to this element you will receive the highest rating. If a judge gave you a "Great Job" rating that means that they were very impressed – well done!

**YOU'RE ON THE RIGHT TRACK** - Indicates that the judge recognizes you tried really hard and that this element is something that you evidently practiced. If you received this rating multiple times, then you should be very proud of yourself and with a bit more practice and experience this component will naturally improve. This column is what we expect to see checked for most 4-H speakers!

**KEEP PRACTICING** - Indicates that there is room for improvement. it is not negative or to be considered a failure, but rather a component to work on for future presentations. New, or first time speakers can expect to see this rating. You should consider working on this element to achieve the next level of rating. One step at a time!

**OOPS! THIS WAS MISSING** - Indicates that the judge did not see/hear the element in your presentation and is unable to give a rating. If you are thinking, "but I did do/ try to do that" - it is possible the judge missed it or was hoping to see more. Every judge will have a different perspective and standards looking so ratings can vary. If a judge chose this rating, the chances are they likely explained why in the comment section.

## DELIBERATION & PRESENTATIONS

- The judges' ratings will be tabulated and averaged prior to deliberation (with assistance from the 4-H Rep). The top scores in each category CAN be used to help to determine who should move on in competition. However, the judges will be encouraged to discuss their choices first and recognize that the highest score does not have to be the deciding factor.
- Members will have been made aware of the competition aspect involved with 4-H Communications and that there can only be select representatives. Judges are reminded to choose **ONLY** the number of representatives as indicated in the rules.

### CLUB EVENTS

\***ONE** Representative for every 10 members presenting in a category

\***ONE** Alternate Representative should also be chosen in each category.

### REGIONAL EVENTS

\***TWO** Representatives (and 1 Alternate) shall be chosen from each category to advance to the Provincial Communications Competition.

- One (or more) of the judges will be asked to share brief, general comments with the audience about the event and member participation. This will happen after deliberation and before the presentations.
- The 4-H Rep will lead (or assist the chairperson) with closing remarks and awards, but will invite the judges to assist with presentations to the members.

# SAMPLE

## Score Sheet - Public Speaking

4-H PEI Communications: Public Speaking Scorecard

Junior (9-11)    Intermediate (12-14)    Senior (15-21)

Name:		Club:	Title:				
Speech Components	Presentation Criteria	Rating					
		Very well done!	Great job	You're on the right track	Keep practicing	Oops! This was missing.	
Introduction	• Interesting Introduction ( <i>original, short &amp; complete</i> ) and title						
	• Includes Salutation (i.e. Good Evening Judges, Chairperson, etc)						
	• Opening sets overall mood of presentation						
Content	• Worthwhile content in a logical sequence						
	• Evidence of thought, research or personal experience						
	• Information accurate and relevant						
Presentation	• Neatly dressed, good posture and tidy appearance						
	• Poised, at ease and avoids distracting behaviours ( <i>ie. Swaying</i> )						
	• Maintains eye contact throughout presentation						
Elements	• Voice – natural, good volume, clarity and projection						
	• Pronunciation – clear and proper						
	• Grammar – used properly and appropriate for age level						
	• Maintains even speed						
	• Speaks with enthusiasm						
	• Gestures – appropriate, natural and effective						
Summary	• Effectively summarizes topic; important points concluded						
	• Closing statement lets audience know presentation is finished						
	• Member does not rush to finish; pauses before leaving stage						
Impression	• Mastery of speech/topic ( <i>evidently practiced for event</i> )						
	• Overall strength of presentation						
Judge's Comments	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>						
Time of presentation:		Judge can sign or initial here if they choose:					

# SAMPLE

## Score Sheet - Demonstrations

4-H PEI Communications: Demonstration Scorecard

Junior Single (9-14)  Junior Team (9-14)  Senior Single (15-21)  Senior Team (15-21)

Name:		Club:	Title:				
Demo Components	Presentation Criteria	Rating					
		Very well done!	Great job	You're on the right track	Keep practicing	Oops! This was missing	
Introduction	• Interesting Introduction ( <i>original, short &amp; complete</i> ) and title						
	• Includes Salutation ( <i>i.e. Good Evening Judges, Chairperson, etc.</i> )						
	• Opening sets overall mood of presentation						
Content	• Worthwhile content in a logical sequence						
	• Evidence of thought, research or personal experience						
	• Information accurate and relevant						
Presentation	• Neatly dressed, good posture and tidy appearance						
	• Poised, at ease and avoids distracting behaviors ( <i>ie. Swaying</i> )						
	• Maintains eye contact throughout presentation						
Elements	• Voice – natural, good volume, clarity and projection						
	• Pronunciation – clear and proper						
	• Grammar – used properly and appropriate for age level						
	• Maintains even speed						
	• Speaks with enthusiasm						
	• Gestures – appropriate, natural and effective						
Workmanship	• Table neat & orderly; supplies organized and easy to see						
	• Work and speech coordinated; team shares work evenly						
	• Visual aids – neat and legible; effectively used						
	• Creative and suitable equipment						
Summary	• Effectively summarizes topic; important points concluded						
	• Closing statement lets audience know presentation is finished						
	• Member does not rush to finish; pauses before leaving stage						
Impression	• Mastery of demo steps & procedure ( <i>evidently practiced for event</i> )						
	• Overall strength of presentation						
Judge's Comments	<hr/> <hr/> <hr/> <hr/>						
Time of presentation:	Judge can sign or initial here if they choose:						