

# 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	_____						
	_____						
	_____						
	_____						
	_____						
	_____						
Time of presentation:		Judge can sign or initial here if they choose:					



## Member Scoresheet Rating Key

To further explain the ratings that were given to you by the judges, here is an explanation of the terms used:

**Very well done** - Indicates that you really impressed the judges and there was little room for improvement. Congratulations on perfecting this element of public speaking! You should not be discouraged if you did not receive any “very well done” ratings – the judges have been told that this rating is to only be use when a component is “perfect.”

**Great job** - Indicates that you did a **really** 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 very great rating that means that they were very impressed – well done!

**You’re on the right track** - Indicates that the judge recognizes that you tried really hard and that the element is something that you evidently practiced...If you received this rating multiple times, than 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 from most 4-H speakers – you completed your presentation, tried your best and succeeded!

**Keep practicing** - Indicates that there is room for improvement. It does not mean you failed and it is not meant to be a negative. New, or first time speakers should not be surprised (or discouraged) to see this rating. If the judge chose this rating, they recognize that you tried and that this is an element that you should focus on in future presentations. You should consider making it your goal to work on this element next year and try 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 throughout your presentation. If the judge didn’t see or hear it, they can’t give it a true 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 for which they are looking so ratings can vary. If a judge chose this rating, the chances are they likely explained why on the lines provided.

Regardless of what ratings you received, **BE PROUD** that you completed the Communications Project for the 4-H year! While the ratings help us to determine scores and those members who will move on to higher levels of competition, the **goal** of Club Communications is for everyone to strengthen their skills as a public speaker.

**Congratulations on a job well done!**