



# 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

In order to achieve the goals set forward by 4-H PEI, guidelines have been established for communication judges reflecting basic rules as followed by members. The Club Coordinator (or Regional 4-H Specialist) will provide a brief overview at the event, but you are asked to read through this information prior to that day to familiarize yourself with the procedure, and the criteria on which you will be assessing presentations!

## 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 as approved by the Club Communications Coordinator (or Overall Leader) **AND** the Regional 4-H Specialist.

- **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*”.

**Demonstration** - a verbal presentation showing **HOW TO DO** or **HOW TO MAKE** something, showing 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 will have a tangible item to display at the end of the presentation.

- 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)

#### 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

*\*In a Team Demonstrations, the category is always determined by the age of the oldest 4-H member*

**4-H SPEECHES** should follow this format:

- Basic Introduction
- Main Body
- Closing/Conclusion

**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**

### SCORE SHEETS, RATINGS & COMMENTS *(please see samples for reference)*

- Each judge will have one score sheet for each member. The member's name (s), presentation title and age category will be indicated at the top of the sheet...judges are asked to check that the information on the score sheet matches the presentation being judged.
- Each criteria point should receive one rating/check mark:
  - ☐ VERY WELL DONE
  - ☐ GREAT JOB
  - ☐ YOU'RE ON THE RIGHT TRACK
  - ☐ KEEP PRACTICING
  - ☐ OOPS! THIS WAS MISSING
- Some members will appear to be very comfortable in this type of setting and will give an exceptional presentation. Alternatively, some members will be more nervous and this may impact their presentation. In either case, judges are reminded to rate based on the criteria provided. 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!
- Judges are asked to record their comments based on the individual's presentation. The comment section will give an opportunity to explain your reasoning for a particular check mark and further strengthen the learning aspect for the member.
- Written comments should be constructive but positive/encouraging
- 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 program will move quickly and completing your checks and comments in real time will ensure they are relevant to the presentation. This will also help save time during deliberation (at the end of the event) when time is often limited.

### SCORESHEET RATING KEY

This KEY will accompany the score sheet to help explain the ratings that were given by the judges during the 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 did not receive any “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 **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. f 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 – 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 can expect to see this rating. The judge recognizes that this is an element you need to focus on in future presentations. 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 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.

### The 4-H Representative will:

- Review the judging procedure before event as well as assist judges during deliberation
- Collect score sheets during presentations
- Keep & record time for each presentation. It is important to note that a presentation over or under the allotted time for the category will **not** be penalized at the club level. However, presentation length (whether over or under the allotted time) may be used as a deciding factor in future competitions.

### DELIBERATION & PRESENTATIONS

- The judges’ ranks will be tabulated and averaged prior to deliberation (with assistance from the 4-H Representative). 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 overall mark 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.

# Score Sheet - Public Speaking

SAMPLE

## 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:					

# Score Sheet - Demonstrations

## SAMPLE

### 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:					

# Score Sheet - Chairperson

SAMPLE

4-H PEI Communications: Chairperson

☐ First Time in Chairperson Role    ☐ Has filled Chairperson Role in the past

Name:		Club:			
Components	Presentation Criteria	Rating			
		Yes, did well	No / Comments / Feedback		
Introduction	• Introduced him/her/themselves to each judge before event began				
	• Was able to gain attention of the audience to get event started				
	• Presented an introduction to audience; greets all guests				
	• Established procedure for the event (ie. Mute cellphones)				
	• Introduced and greeted each judge individually				
Presentation	• Appropriately dressed, good posture and tidy appearance				
	• Poised, at ease and avoids distracting behaviours (ie. Swaying)				
	• Acted in a professional manner while presentations happen				
	• Maintained eye contact while speaking				
Elements	• Voice – natural, good volume, clarity and projection				
	• Pronunciation – clear and proper				
	• Grammar – used properly and appropriate for age level				
	• Maintained even speed when speaking				
	• Spoke with enthusiasm				
Summary	• Attentive to participants, judges & audience				
	• Able to attend to issues on the spot if they arise				
	• Did not rush the event – kept things running effectively				
	• Ensured that audience and members knew what is happening next throughout the duration of the event				
	• Offers entertainment (ie. trivia) or information to the audience in-between each speaker				
	• Mastery of Chairperson role (evidently practiced for event)				
Judge's Comments					
Judge can sign or initial here if they choose:					