

ABE / SUNY Adirondack High School Business Day
IMPROMPTU SPEAKING
Performance Guidelines

- **One student per school can participate. This student may enter one other contest in addition to participating in the Impromptu Speaking contest.**
- **One alternate may participate depending on overall participation/time slots available. The alternate should select at least two other contests to participate in should time not allow for participation in the Impromptu Speaking contest.**
- **Alternate time slots will be assigned on basis of registration receipt date.**

- Participants will be given the topic and 15 minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.

- Two 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation

- Each speech should be 3 (three) minutes in length.

- At the end of two (2) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left. At three (3) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the speaker is finished the time used by the participant will be recorded, noting a deduction of five (5) points for time under 2:31 or over 3:29 minutes.

ABE / SUNY ADK High School Business Day Impromptu Speaking Rating Sheet

Name: _____

School: _____

Judge's Signature: _____

Judge's Comments: _____

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Relation to topic	0	1-5	6-10	11-15	
Memorable central theme stated and repeated	0	1-2	3-4	5	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
ORGANIZATION					
Immediate introduction of topic	0	1-3	4-7	8-10	
Strong support (body) for topic	0	1-3	4-7	8-10	
Effective and memorable conclusion	0	1-3	4-7	8-10	
DELIVERY					
Extemporaneous delivery; i.e. not merely read from the notes	0	1-5	6-10	11-15	
Effective posture, body language, eye contact, and gestures	0	1-3	4-7	8-10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1-3	4-7	8-10	
Presentation is sincere, interesting, creative, and convincing	0	1-3	4-7	8-10	
SUBTOTAL				_____ /100	
TIME PENALTY: Deduct five (5) points for presentation under 2:31 or over 3:29 minutes.				TIME:	
PENALTY: Deduct five (5) points for failure to follow guidelines.					
DRESS CODE PENALTY: Deduct five (5) points when dress code is not followed.					
FINAL SCORE				_____ /100	