



Idaho Prepared Public Speaking Handbook

Purpose

To develop agricultural leadership by providing for FFA member participation in agricultural public speaking activities and stimulating interest in leadership and citizenship.

Objectives

- To develop the ability to complete research on an agricultural topic.
- To develop writing skills in the completion of a manuscript.
- To develop the ability to effectively orally deliver a prepared speech.
- To develop the ability to answer impromptu questions from the content of their written manuscript and from their orally presented speech.

General Rules

1. The state FFA Prepared Public Speaking CDE will be limited to the winning participant in each of the FFA districts during the current school year.
2. The state FFA Prepared Public Speaking event will be held at the State Leadership Conference.
3. Agriculture instructors representing each of the ten FFA districts will judge the preliminary event.
4. Four outside judges will judge the final event.
5. A preliminary event will be held to determine the four finalists. Final placing will be determined by an official event conducted on stage as part of the conference program.
6. The state winner may represent the Idaho FFA Association in the National Prepared Public Speaking Event held during the National FFA Convention.
7. The name of the district winner and an Electronic PDF of the Manuscript will be due to the University of Idaho, Department of Agricultural Education and 4-H Youth Development office 15 days prior to the first day of the Leadership Conference. Failure to comply could mean disqualification.
8. One copy of the manuscript will be retained in the State Advisor's Office for a period of two years as a check to prevent the same speech from being presented at the state level in subsequent years. Speeches presented at the state level should be new and original, and not one that a participant may have presented in a previous year.
9. Participants are free to choose their own speech subjects, but they must be of an agricultural nature.
10. Each speech shall be the result of the participant's own effort. A copy of the letter of authenticity signed by the participant and the agriculture instructor shall be attached to the manuscript.
11. Prepared public speaking manuscripts will have 1" margins. Font size must be 12 using Times New Roman, Arial or Courier font. Follow APA (current) style manual for developing references and bibliography. Manuscripts will be submitted in an electronic PDF format. Manuscripts not meeting these guidelines will be penalized.
12. Each speech shall include a bibliography work cited page using APA citation or documentation. This must be attached to the manuscript. Internet sources must also comply with the APA citation criteria.
13. The speech must conform to the regulation of the National FFA Public Speaking Career Development Event. (See rules in National FFA Career Development Event Rules and Regulations.)
14. Superintendent will remind the judges that the participants are NOT to be scored on presenting the speech verbatim from the submitted manuscript.
15. Student's individual scoring rubrics in speaking events will be given back to the student.
16. Participants in need of special accommodations (disability or other health issues) must submit the Idaho State FFA Career Development Events Request for Special Accommodation Application found at the end of the General Rules and Regulations at least one month prior to the event.

Format and Scoring

1. Each speech shall be a minimum of six minutes in length and a maximum of eight minutes.
2. Deductions of one point per second will be made from the score of each judge for speeches fewer than six minutes or over eight minutes in length. (To prevent being penalized, a participant must speak over six minutes and under eight minutes).
3. During the preliminary round, the ten district judges will serve as the questioners.
4. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided.
5. The four agriculture instructors of the finalists will select the questioners for the final round.
6. In the preliminary round, each participant will be allowed three (3) minutes for questions.

7. In the preliminary round, the high and low rank will be discarded for each participant. The final rank will be determined by tallying the remaining seven ranks for each participant.
8. In the final round, each participant will be allowed five (5) minutes for questions.
9. In the final event, each judge will rank the participants and the event coordinator will tally the ranks. The lowest rank will be declared the winner.
10. Manuscripts will be provided to all presentation judges prior to the event for reference and question writing.
11. Manuscripts will be scored PRIOR to the event by a different judge or panel of judges selected by the event superintendent. Presentation judges will be provided with the manuscript score AFTER speech presentations. Presentation judges and manuscript judges WILL NOT be the same individuals.
12. Speaking judges are not to judge the manuscript for verbatim presentation.
13. Tiebreakers - Ties will be broken based on the greatest number of low ranks. The participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the participant's response to questions. The participant with the greatest number of low ranks from the response to question will be declared the winner. If a tie still exists, then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

Awards

Awards are presented to the top four individuals.

PREPARED PUBLIC SPEAKING CAREER DEVELOPMENT EVENT SCORECARD

Letter of Authenticity

This speech is a result of ____ (participant's name) ____ own effort. He/she has compiled all of the information and has done all of the research contained in this speech, and has appropriately documented each source used within this manuscript.

Participant Signature _____

Date _____

Participant's Chapter and FFA District _____

Advisor Signature _____

Date _____

Manuscript Content and Composition Rubric

200 points

NAME		MEMBER NUMBER				
CHAPTER		STATE				
INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Strong evidence of skill is not present 1-0 points	Points Earned	Weight	Total Points
Topic relevance	Topic addresses an issue facing the industry of agriculture.	Topic addresses an issue that may show some relationship to the industry of agriculture.	Topic addresses an issue that is unrelated to the industry of agriculture.		x 6	
Persuasive explanation of position on topic	Position clearly stated and ample evidence is provided.	Position is not obvious and evidence is not clearly provided.	Position is not stated and evidence is not provided.		x8	
Alternative viewpoints recognized	Identifies and counters alternative viewpoints.	Only identifies alternate viewpoints.	Does not identify alternate viewpoints.		x 4	
Logical order and unity of thought	Clearly organized and concise with strong introduction, body and conclusion layout.	Good organization with few statements out of place or lacking in clear construction.	Little to no organization is present; sometimes awkward and lacking construction.		x 4	
Spelling/grammar (sentence structure, verb agreement, etc.)	Spelling and grammar are extremely high quality with two or less errors in the document	Spelling and grammar are adequate with three to five errors in the document.	Spelling and grammar are less than adequate with six or more errors in the document.		x 7	
Quality of resources	Resources are from reputable sources.	Resources are from questionable sources.	Resources are unreliable and invalid.		x 6	
Manuscript written according to guidelines	5 points		0 points			
Double-spaced formatted to 8½" x 11" with 1" margins 12 point serif (Times new roman, Cambria, etc.) or sans serif font (Ariel, Calibri, etc.)					x 1	
Cover page with speech title, participant's name, state and year					x 1	
APA style for references and citations					x 3	
TOTAL POINTS						

Presentation and Questions Rubric

800 points

NAME				MEMBER NUMBER		
CHAPTER				STATE		
INDICATORS	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Strong evidence of skill is not present 1-0 points	Points Earned	Weight	Total Score
Oral Communication and non-verbal communication						
Supporting evidence	Examples (stories, statistics, etc.) are vivid, precise and clearly explained.	Examples are usually concrete and sometimes need clarification.	Examples are sometimes confusing leaving the listeners with questions.		x 15	
Persuasive use of evidence	Exemplary use of evidence to persuade listeners.	Sufficient use of evidence to persuade listeners.	Has difficulty using evidence to persuade listeners.		x 15	
Pace	Speaks very articulately at rate that engages audience.	Speaks articulately but occasionally speaks too fast or has long unnecessary hesitations.	Speaks too slow or too fast to engage audience.		x 15	
Command of audience	Speaker uses appropriate emphasis and tone to captivate audience.	Speaker presents speech as mere repeating of facts and speech comes across as a report.	Speaker lacks enthusiasm and power to engage audience.		x 20	
Eye contact	Constantly looks at the entire audience (90 to 100 percent of the time).	Mostly looks around the audience (60 to 80 percent of the time).	Occasionally looks at someone or some groups (less than 50 percent of the time).		x 10	
Mannerisms and gestures	No nervous habits are displayed. Hand motions are expressive and used to emphasize talking points.	Sometimes exhibits nervous habits. Hands are sometimes used to express or emphasize.	Displays some nervous habits. Hands are not used to emphasize talking points; hand motions are sometimes distracting.		x 10	
Poise	Portrays confidence and composure through appropriate body language (stance, posture, facial expressions)	Maintains control most of the time; rarely loses composure.	Lacks confidence and composure.		x 15	
Response to questions						
Response to questions	Is able to respond with organized thoughts and concise answers.	Answers effectively but has to stop and think and sometimes gets off focus.	Rambles or responds before thinking.		x 20	
Knowledge of topic	Answer shows thorough knowledge of the subject and supports answer with strong evidence.	Answer shows some knowledge of the subject but lacks strong evidence.	Answer shows little knowledge of subject and lacks evidence.		x 40	
TOTAL						