



**BUKU PANDUAN  
NATIONAL POLYTECHNICS ENGLISH OLYMPICS  
(NPEO)**

**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
2015**

## **I. PENDAHULUAN**

### **A. Latar Belakang**

Tingkat persaingan sumber daya manusia (SDM) di pasar kerja nasional dan internasional terus meningkat seiring dengan peningkatan pemanfaatan ilmu pengetahuan dan teknologi baru pada berbagai bidang usaha, serta kebutuhan tingkat profesionalisme (*knowledge, hard skill, soft skill*) yang semakin tinggi. Guna meningkatkan daya saing politeknik di dunia kerja, rumusan pembinaan kompetensi mahasiswa perlu dilakukan. Dalam hal kompetisi, politeknik perlu merumuskan panduan lomba debat bahasa Inggris. Oleh karena itu, rumusan tersebut ada di dalam buku panduan *National Polytechnic English Olympics(NPEO)*. Tidak bisa dipungkiri pula bahwa kemampuan serta penguasaan bahasa asing sudah menjadi kebutuhan dunia akademik mahasiswa. Tuntutan kompetensi penguasaan pengetahuan global menjadi salah satu alasan mengapa kemampuan berkomunikasi dalam berbahasa Inggris perlu menjadi bagian dari akademik mahasiswa.

Berkaitan dengan hal tersebut di atas maka dipandang perlu adanya penyempurnaan serta penambahan jenis lomba dalam berbahasa Inggris demi meningkatkan kualitas penyelenggaraan serta SDM antar Politeknik Negeri dan Swasta se-Indonesia. Buku Panduan NPEO ini disusun melalui diskusi yang *legitimate* dalam “*National Coordination Meeting for Adjudicators*” tahun 2014, dan diharapkan dapat membantu seluruh pihak yang terlibat dalam penyelenggaraan NPEO tahun berikutnya dengan berpegang teguh pada upaya peningkatan kualitas lomba serta kemampuan daya saing civitas akademika serta lulusan Politeknik di Indonesia.

### **B. Tujuan**

1. Menciptakan iklim kompetitif.
2. Meningkatkan kemampuan berpikir kritis.
3. Meningkatkan penguasaan bahasa Inggris lisan.
4. Meningkatkan daya saing lulusan politeknik melalui media berbahasa Inggris.

### **C. Target Peserta**

Sasaran NPEO adalah semua mahasiswa aktif DIII dan atau DIV di Politeknik Negeri dan Swasta di Indonesia.

## **II. JENIS-JENIS LOMBA**

Jenis lomba yang dipertandingkan di NPEO adalah sebagai berikut:

- A. Lomba debat bahasa Inggris yang diberi nama *National Polytechnic English Debating Competition* (NPEDC)
- B. Lomba pidato Bahasa Inggris yang diberi nama *National Polytechnic Speech Competition* (NPSC). NPSC terdiri atas sub lomba sebagai berikut:

1. *Public Speaking (Demonstration Speaking, Special Occasion Speaking, Oratory Speaking, Public Address)*
2. *Newscasting (Radio News Casting dan TV News Casting)*
3. *Dramatic Speech (Solo Acting dan Storytelling)*

### III. SISTEM DAN MEKANISME PERLOMBAAN

#### A. Sistem Lomba Pidato Bahasa Inggris/NPSC

Sistem yang digunakan berdasarkan prinsip preliminary dan eliminasi. Sistem ini memungkinkan peserta mengikuti penyisihan dan babak final. Berikut adalah babak-babak dalam lomba pidato Bahasa Inggris:

No	Nama Lomba	Penyisihan	Final
1	Public Speaking	1. Demonstration Speaking 2. Special Occasion Speaking 3. Oratory Speaking	Public Address
2	Newscasting	1. Radio News Casting 2. TV News Casting	TV News Casting
3	Dramatic Speech	1. Solo Acting 2. Storytelling	Storytelling

#### B. Sistem Lomba Debat Bahasa Inggris/NPEDC

1. Sistem yang digunakan dalam *National Polytechnic English Debating Championship* (NPEDC) adalah sistem *Australasian Parliamentary*. Penjelasan tentang system ini terdapat dalam lampiran. NPEDC memiliki beberapa babak berikut:
  - a. *Preliminary Rounds*. Ini merupakan babak penyisihan. Terdapat 5 (lima) kali babak penyisihan, artinya semua tim akan melalui lima kali debat. 16 tim terbaik hasil dari penyisihan akan maju ke babak berikutnya.
  - b. *Octofinal Rounds*. Ini merupakan babak hasil seleksi 16 tim terbaik dari penyisihan. Babak ini merupakan babak gugur, artinya tim hanya melakukan sekali perdebatan. Terdapat 8 (delapan) ruang debat. Tim pemenang dari masing-masing ruang akan maju ke babak selanjutnya.
  - c. *Quarter Final Rounds*. Babak ini merupakan babak perempat final. Dalam babak ini, terdapat 8 tim yang berdebat di dalam empat ruang debat. Tim pemenang di masing-masing ruang akan maju ke babak berikutnya.
  - d. *Semifinal Rounds*. Babak ini mempertemukan 4 tim terbaik yang terbagi dalam dua ruang debat. Tim pemenang dari masing-masing ruang akan maju ke babak selanjutnya.
  - e. *Grand Final Round*. Babak ini merupakan babak puncak yang mempertemukan 2 tim terbaik. Dari babak ini, akan dipilih Juara 1 dan 2.

2. Interupsi/ *Points of Information* (PoI)
  - a. Sistem ini memungkinkan adanya PoI.
  - b. PoI dilakukan pada menit ke-2 sampai menit ke-6.
  - c. Aturan PoI terdapat di regulasi NPEDC.
3. Sistem Tabulasi
  - a. Tabulasi NPEDC menggunakan sistem komputer.
  - b. Tabulator mengatur *pairing*.
  - c. Preliminary round 1 dilakukan secara acak (*randomly match*)
  - d. Preliminary round 2 sampai 5 menggunakan *power match*.
  - e. Tabulator menentukan 16 tim terbaik berdasarkan Victory Point dan Score Team.
  - f. Tabulator menentukan *best speaker* berdasarkan skor individu selama *preliminary round*.

#### IV. PESERTA

##### A. Syarat Peserta

1. *Speaker*
  - a. *Speaker* adalah mahasiswa DIII dan atau DIV di Politeknik di Indonesia.
  - b. Setiap Politeknik dapat mengirim maksimal dua *speaker* untuk masing-masing lomba.
2. *Debaters*
  - a. *Debaters* adalah mahasiswa DIII dan atau DIV di Politeknik di Indonesia.
  - b. Setiap Politeknik hanya mengirim satu tim.
  - c. Satu tim terdiri atas tiga *debaters*, dan dapat menyertakan 1 (satu) orang cadangan.
  - d. Pergantian hanya dapat dilakukan selama *preliminary rounds* dengan *in-out system*.
3. *Adjudicator*
  - a. Setiap Politeknik wajib mengirimkan minimal 1 (satu) orang *adjudicator* untuk lomba debat dan minimal 1 (satu) orang untuk lomba pidato
  - b. *Adjudicator* pada poin (a) adalah staf pengajar dan atau pegawai di lingkungan Politeknik. Untuk *adjudicator* debat diutamakan yang pernah menjadi juri lomba debat bahasa Inggris dalam tingkat regional atau nasional.
  - c. Setiap *adjudicator* wajib mengikuti seminar *on public speaking, debating, dan adjudicating*.
3. *Invited Adjudicator*
  - a. Berpengalaman dalam penjurian *speech competition* dan lomba debat dengan sistem *Australasian* di tingkat nasional dan atau internasional.

##### B. Pendaftaran Peserta

- a. Peserta mendaftar ke panitia NPEO dengan menunjukkan surat tugas dari politeknik masing-masing.

## V. PENJURIAN

### A. Adjudicator/Dewan Juri

*Adjudicator* di NPEO terdiri atas *Chief of Adjudicator* (CA), *Deputy Chief of Adjudicator* (DCA), *Invited Adjudicator*, *Accredited Adjudicator*, dan *Trainee Adjudicator*.

- a. *Chief of Adjudicator* (CA) adalah ketua *adjudicator* yang dipilih oleh penyelenggara dengan konsultasi ke *Council Board*.
- b. *Deputy Chief of Adjudicator* (DCA) adalah wakil CA yang dipilih oleh CA atas persetujuan penyelenggara.
- c. *Invited Adjudicators* adalah *adjudicator* yang dipilih langsung oleh penyelenggara atas dasar kompetensi dan pengalaman menjadi *adjudicators*.
- d. *Accredited Adjudicators*. Adalah *adjudicators* hasil akreditasi pada awal perlombaan. Terdapat tiga jenis akreditasi, yaitu A, B, dan C.
- e. *Trainee Adjudicators* adalah *adjudicator* yang tidak lulus akreditasi namun masih diberi kesempatan untuk ikut menjadi juri dengan catatan bahwa tidak berhak ikut dalam memberikan keputusan.

### B. Mekanisme Penilaian NPESC

- a. Penilaian didasarkan pada kemampuan individu
- b. Penilaian didasarkan pada elemen-elemen kebahasaan
- c. Skor total peserta didapatkan dari pengumpulan skor pada saat babak penyisihan

### C. Mekanisme Penilaian NPEDC

- a. Penilaian ditentukan berdasarkan aturan dalam sistem *Australasian*
- b. Penilaian terdiri atas penilaian tim dan individu;
- c. Penilaian tim harus berdasar pada ketentuan berikut;

#### (i) Penilaian kasus

Ada tiga elemen penting yang harus dipertimbangkan seorang juri dalam menilai debat yaitu *matter*, *manner*, *method*.

*Matter* adalah seberapa jauh seorang pembicara mengetahui hal yang dibicarakan. Hal ini menyangkut penyusunan kasus yang terdiri dari argumen-argumen suportif dan logis yang disertai dengan pembuktian yang tepat. Secara keseluruhan *matter* mengambil proporsi empat puluh persen (40%) dari keseluruhan performa pembicara.

*Manner* adalah gaya dan cara seorang pembicara memberikan argumentasinya. Hal ini meliputi intonasi, kontak mata, volume, bahasa tubuh, dan komunikasi-komunikasi non-verbal lainnya. *Manner* mengambil proporsi empat puluh persen (40%) dari keseluruhan performa pembicara.

*Method* adalah pengaturan dan pengorganisasian kasus seorang pembicara. Seorang pembicara mempunyai kewajiban untuk menyanggah, memberikan argumen dan memberikan kesimpulan dalam waktu yang telah diberikan, tidak lebih dan tidak kurang. *Method* mengambil proporsi dua puluh persen (20%) dari keseluruhan performa pembicara.

Dapat disimpulkan bahwa *matter*, *manner* dan *method* merupakan keseluruhan dari performa seorang pembicara (seratus persen). Dan seorang juri berkewajiban untuk membuat tiga hal ini menjadi panduan utama dalam menilai sebuah debat.

(ii) Penilaian angka

Setelah seorang juri menilai kasus secara kualitatif, maka selanjutnya harus ada penilaian secara kuantitatif untuk diserahkan kepada tim tabulasi yang kemudian akan mempengaruhi peringkat tim. Penilaian kuantitatif dilakukan dengan cara pengisian lembar juri.

Contoh lembar penjurian :

**Government:**

	Nama	Matter (27-33)	Manner (27-33)	Method (13-17)	Waktu	Total
1st						
2nd						
3rd						
		(13-16)	(13-16)	(6-8)		
Reply						
Total nilai						

**Opposition:**

	Nama	Matter (27-33)	Manner (27-33)	Method (13-17)	Waktu	Total
1st						
2nd						
3rd						
		(13-16)	(13-16)	(6-8)		
Reply						
Total nilai						

Dapat diperhatikan pada lembar di atas bahwa jarak nilai yang dapat diberikan untuk *matter* dan *manner* adalah antara 27 sampai 33. Nilai yang diberikan tidak boleh lebih atau kurang dari standar ini. Nilai-nilai dalam jarak ini mempunyai makna tertentu:

- 27 : sangat kurang, diharapkan adanya perbaikan.
- 28 : kurang.
- 29 - 30 : sedang.
- 31-32 : diatas rata-rata
- 33 : sempurna.

Untuk *method* penilaian berlaku setengah dari *matter* atau *manner*. Seperti yang kita ketahui bahwa *method* berbobot dua puluh persen sementara *matter* dan *manner* masing-masing berbobot dua kali lipat atau empat puluh persen. Maka untuk *method*:

- 13 : sangat kurang, diharapkan adanya perbaikan.
- 14 : kurang
- 15 : sedang
- 16 : diatas rata-rata
- 17 : sempurna

Untuk *reply speech* penilaian berlaku setengah dari *matter*, *manner*, dan *method*. Maka *matter* dan *manner reply speech* mempunyai bobot yang sama seperti *method* argumen biasa. Namun untuk *method reply speech* berlaku setengah dari *method* argumen biasa. Maka untuk *method reply speech*:

- 6 : sangat kurang, diharapkan adanya perbaikan
- 7 : sedang
- 8 : diatas rata-rata

Total nilai merupakan penjumlahan dari total nilai setiap pembicara ditambah dengan total nilai *reply speech*. Perbedaan total nilai kedua tim merupakan margin.

Jarak margin minimal satu dan maksimal dua belas. Setiap jarak mempunyai makna sebagai berikut:

- 1 - 4 : kemenangan tipis
- 5-8 : kemenangan jelas dengan salah satu tim memiliki keunggulan yang terlihat.
- 9-12 : kemenangan mutlak dengan keunggulan yang sangat terlihat dari satu tim

## **VI. SUSUNAN ACARA DAN KERANGKA PELAKSANAAN KEGIATAN**

### **A. Acara dalam NPEO adalah sebagai berikut:**

1. Upacara Pembukaan.
2. Technical Meeting. Technical meeting berupa tiga seminar, yaitu:
  - a. *Seminar on Debating*. Merupakan pertemuan teknis antar tim peserta. Materi seminar adalah penjelasan system dan strategi perlombaan
  - b. *Seminar on Adjudicating*. Seminar ini merupakan ajang akreditasi bagi calon adjudicator. Materi dalam seminar ini adalah tata cara penilaian. Seminar ini diikuti dengan tes bagi calon adjudicator. Seminar ini diadakan bersamaan waktunya dengan seminar on debating.
  - c. *Seminar on Public Speaking*. Seminar ini diperuntukkan bagi peserta pidato Bahasa Inggris
3. *Preliminary Rounds*. (Untuk semua lomba)
4. *Octo final Rounds*. (Untuk Debat Bahasa Inggris)
5. *Quarterfinal Rounds*. (Untuk Debat Bahasa Inggris)

6. *Semifinal Rounds*. (Untuk Debat bahasa Inggris)
7. *Council Meeting*
8. *Grand Final Rounds*. (Semua Lomba)

## B. Kerangka Pelaksanaan Kegiatan

Kerangka pelaksanaan kegiatan NPEO adalah sebagai berikut:

No	Kegiatan	Waktu
1	Sosialisasi NPEO	3 bulan sebelum pelaksanaan
2	Pendaftaran	1 bulan sebelum pelaksanaan
3	Motion/material launching	2 minggu sebelum pelaksanaan
4	Workshop on adjudication/judge	2 hari sebelum pelaksanaan
5	Pelaksanaan	
6	Evaluasi	
7	Publikasi hasil	2 minggu setelah pelaksanaan

## VII. SUMBER DAYA YANG DIBUTUHKAN

Fasilitas yang dibutuhkan dalam NPEO disiapkan oleh panitia. Ketersediaan fasilitas sangat menentukan kualitas NPEO. Berikut adalah daftar sarana/prasarana yang wajib dipenuhi dalam pelaksanaan NPEO.

### A. Ruangan untuk Debat

- a. Dua ruangan besar/hall yang digunakan untuk *debaters' hall* dan *adjudicators' hall*. Kapasitas *debaters' hall* adalah untuk 100 - 200 orang dan *Adjudicators' hall* untuk 50 orang. Masing-masing hall dilengkapi LCD *projector* dan *screen*.
- b. Ruangan-ruangan kecil. Disesuaikan dengan jumlah tim yang mendaftar. Jumlah ruang di *preliminary rounds* adalah setengah dari jumlah tim.
- c. Ruangan untuk panitia.

### B. Ruangan untuk pidato bahasa Inggris

- a. 3 hall kapasitas 50-100 orang yang masing-masing untuk lomba public speaking, Dramatic speech dan newscasting
- b. 3 ruang kelas untuk public speaking, 3 ruang kelas untuk dramatic speech, dan 1 ruang (studio) untuk newscasting

### C. Alat

- a. Lap Top/komputer untuk ruang *debater* dan *adjudicator*.
- b. LCD Projector di setiap hall
- c. LCD led TV untuk dipakai di newscasting
- d. Camera video untuk dipakai di newscasting
- e. Sound system.

### D. Kepanitiaan inti

- a. Ketua Panitia/Convener
- b. Tournament Director
- c. Adjudicator Core (CA dan DCA)
- d. Tabulator
- e. Liaison Officer (LO)



### VIII. PENGHARGAAN

Masing-masing pemenang dalam masing-masing kategori lomba akan mendapatkan:

- Piagam pemenang
- Medali/piala tetap.
- Uang pembinaan.
- Khusus untuk Debat Bahasa Inggris, Piala bergilir untuk juara I, dan tim yang menjadi juara I tiga kali berturut-turut berhak memilikinya sebagai piala tetap, dan Piagam dan atau medali bagi 6 *best speakers*.

### IX. JUARA UMUM

Penentuan juara umum didasarkan pada konversi skor yang diambil dari masing-masing jenis lomba. Berikut adalah daftar konversi:

Jenis lomba	Prestasi	Skor	Bobot	Total
Debate	Juara 1	6	40	
	Juara 2	5	30	
	Juara 3	4	20	
	Best Speaker 1	6	10	
	Best Speaker 2	5	9	
	Best Speaker 3	4	8	
	Best Speaker 4	3	7	
	Best Speaker 5	2	6	
	Best Speaker 6	1	5	
Public Speaking	Juara 1	6	20	
	Juara 2	5	15	
	Juara 3	4	10	
	Harapan 1	3	9	
	Harapan 2	2	8	
	Harapan 3	1	7	
Newscasting	Juara 1	6	20	
	Juara 2	5	15	
	Juara 3	4	10	
	Harapan 1	3	9	
	Harapan 2	2	8	
	Harapan 3	1	7	
Dramatic speech	Juara 1	6	20	
	Juara 2	5	15	
	Juara 3	4	10	
	Harapan 1	3	9	
	Harapan 2	2	8	
	Harapan 3	1	7	
Total				

## **X. PENUTUP**

Buku panduan NPEO ini diharapkan dapat membantu pelaksanaan lomba debat bahasa Inggris antar Politeknik se-Indonesia. Dengan pelaksanaan NPEO yang menggunakan sistem tertata, diharapkan kualitas tim debat politeknik Indonesia akan semakin berkualitas dan mampu bersaing di tingkat Internasional.

## **LAMPIRAN 1**

### **The Constitution of the National Polytechnic English Olympics (NPEO)**

#### **Article 1**

1. The NPEO Council is hereby established.

#### **Article 2**

1. There shall be a competition, which for the purposes of this constitution shall be named the NPEO. A round of the Competition shall be held once during each and every calendar year.
2. The competition covers debating competition named National Polytechnic English Debating Competition (NPEDC) and National Polytechnic Speech Competition (NPSC).
3. The NPSC consists of public speaking contest, newscasting, and dramatic speech as set out in the rules attached to this constitution.

#### **Article 3**

1. The purpose of the Competition shall be the promotion of debate and skills of public speaking, the free exchange of ideas and national contact and co-operation.
2. It should be noted that anything said by any participants during a competition round does not necessarily represent the participant's personal beliefs, those of his/her polytechnic or those of his/her region.

#### **Article 4**

The functions of the Council shall be as follows:

1. To amend the NPEO standing rules.
2. To decide appropriate sanctions against participants who break any of constitution or the standing rules of the NPEO in coordination with Bakorma.
3. To perform the consultative function to the host committee.

#### **Article 5**

The council consists of the following members:

1. The Board of Council.
2. The Chairperson of the Executive Organizing Committee.
3. Delegates, who shall be appointed in accordance with Article 6.

#### **Article 6**

1. Every participating Polytechnic shall be entitled to send a delegate to the meeting of the Council convened during the competition.
2. Every delegate shall provide the Chair of the Committee with notice of his/her appointment, a home telephone number and address, and an alternative contact number and address if home details do not relate to permanent residence.
3. A delegate may resign from only by appointing his/her successor in writing.

#### **Article 7**

1. Any member of the Council may appoint a deputy to attend meetings, speak, vote, and otherwise act, on his/her behalf.

**Article 8**

The duties of the Chair Executive Organizing Committee include:

1. Ensuring that the Competition is properly organized;
2. Convening the meeting of the Council;
3. Convening such other meetings of the Council as are in his/her opinion necessary;
4. Giving notice to the other members of the Council of any meeting of the Council;
5. Ensuring that a briefing is held for all adjudicators and debaters before the first session of debate where the full tournament rules shall be explained and clarified;
6. Ensuring that complete and accurate results are published in a reasonable timescale after the end of the tournament.

**Article 9**

1. The authority of the Chair of the Executive Organizing Committee includes the power to do anything which is in his/her opinion necessary, conducive or incidental to the fulfillment of the duties set out in Article 8, revocable at his/her discretion.

**Article 10**

1. The quorum for meeting of the council shall be at least two-thirds of participating polytechnics.

**Article 11**

4. All previous Constitutions, rules, resolutions, conventions and customs relating to the Council are hereby repealed, revoked and abrogated.

**Article 12**

1. This Constitution shall come into effect immediately upon its stipulation.

**Article 13**

1. Where any issue arises before the Chair of the Executive Organizing Committee that he/she expects will be found controversial by the members of the Council, he/she must notify the members of the Council by post or otherwise of the issue, and shall make no firm commitments regarding that issue before the opinions of the Council have been assessed and, if necessary voted upon.

**Article 14**

1. This constitution is effective as of July 4, 2012.

**Article 15**

The format of the NPEDC shall be as follows:

1. Overview of the Format
  - a. There shall be five preliminary rounds of debate, involving all teams eligible to debate in the Competitions.
  - b. Seminars on debating and adjudicating are mandatory.
  - c. Following the five preliminary rounds, there shall be an elimination round consisting of the top 16 teams from the preliminary round.
2. The Preliminary Rounds
  - a. All teams eligible to debate at the Competitions compete in the preliminary rounds

- b. Composite or "swing" teams must be added by the Tournament Director to under the following circumstances:
  - 1) If the number of teams eligible to debate in the preliminary rounds is equal to a number divisible by two, no composite teams are allowed; or
  - 2) If this is not the case, then composite teams may be added until the number of teams in the preliminary round is equal to a number divisible by two.
  - 3) If a team withdraws from competition before or during the preliminary rounds then they shall be removed from the draw and replaced with a composite team.
- 3. Selection of teams for the elimination rounds
  - a. At the conclusion of the five preliminary rounds, teams are ranked in consecutive order (from highest to lowest) as follows:
    - 1) Total aggregate Victory Points accumulated by the team; and
    - 2) Total team score accumulated from speakers' points from three rounds.
  - b. The highest 16 ranking teams will participate in the Main Competition elimination rounds, and shall be ranked from 1<sup>st</sup> to 16<sup>th</sup>.
  - c. Teams shall compete in the elimination rounds subject to the qualification requirements of this Constitution.
- 4. The Main Competition elimination rounds
  - a. At the conclusion of each of the Octo-Finals, Quarter Finals and Semi Finals, the adjudication panel shall select one winning team from each debate. The teams shall progress to the next elimination round.
  - b. In the Final, the adjudication panel shall select the one winning team and the runner-up.

## **Article 16**

The Format of the NPSC shall be as follows:

- 1. Overview of the Format
  - a. This competition is individual based, and not team based.
  - b. There shall be preliminary rounds involving all participants.
  - c. Preliminary rounds in public speaking shall consist of Demonstration Speaking in round 1, Special Occasion Speaking in round 2, and Oratory Speaking in round 3.
  - d. Preliminary rounds in newscasting shall consist of TV news casting in round 1 and Radio news casting in round 2
  - e. Preliminary rounds in Dramatic Speech shall consist of storytelling in round 1 and solo acting in round 2.
  - f. Following the preliminary rounds there shall be an elimination round/final round for each category involving 10 best public speakers from each category.
  - g. Final round in public speaking shall be Public Address
  - h. Final round in newscasting shall be TV news casting
  - i. Final round in dramatic speech shall be Story telling

2. The Preliminary Rounds
  - a. All participants eligible in NPSC compete in preliminary rounds
  - b. Once the participants miss one of the rounds, the participants become composite.
3. Elimination Round
  - a. Elimination round shall choose the best public speakers, the 1st to 4th runner ups in each category.

## **Standing Rules for the Operation of the National Polytechnic English Debating Competition (NPEDC)**

### **Rule I: General Regulations.**

- A. Dates for the Tournament. The tournament shall be held in March, April or May.
- B. Registration Regulations. Process of registration must be announced at least two months prior to the tournament.

### **C. Format**

The format of the NPEDC shall be as follows:

- 1. Overview of the Format
  - a. There shall be five preliminary rounds of debate, involving all teams eligible to debate in the Competitions.
  - b. Seminars on debating and adjudicating are mandatory.
  - c. Following the five preliminary rounds, there shall be an elimination round consisting of the top 16 teams from the preliminary round.
- 2. The Preliminary Rounds
  - a. All teams eligible to debate at the Competitions compete in the preliminary rounds
  - b. Composite or "swing" teams must be added by the Tournament Director to under the following circumstances:
    - 1) If the number of teams eligible to debate in the preliminary rounds is equal to a number divisible by two, no composite teams are allowed; or
    - 2) If this is not the case, then composite teams may be added until the number of teams in the preliminary round is equal to a number divisible by two.
    - 3) If a team withdraws from competition before or during the preliminary rounds then they shall be removed from the draw and replaced with a composite team.
- 3. Selection of teams for the elimination rounds
  - a. At the conclusion of the five preliminary rounds, teams are ranked in consecutive order (from highest to lowest) as follows:
    - 1) Total aggregate Victory Points accumulated by the team; and
    - 2) Total team score accumulated from speakers' points from five rounds.
  - b. The highest 16 ranking teams will participate in the Main Competition elimination rounds, and shall be ranked from 1<sup>st</sup> to 16<sup>th</sup>.
  - c. Teams shall compete in the elimination rounds subject to the qualification requirements of this Constitution.
- 4. The Main Competition elimination rounds
  - a. At the conclusion of each of the Octo-Finals, Quarter Finals and Semi Finals, the adjudication panel shall select one winning team from each debate. The teams shall progress to the next elimination round.
  - b. In the Final, the adjudication panel shall select one winning team and the runner-up.

**Rule II: Participant Qualification.**

Polytechnic may qualify a team of three to four student-debaters for participating in the tournament.

- A. Any student in compliance with the eligibility definitions of Polytechnic is eligible to represent his or her polytechnic.
- B. A team is composed of three to four eligible debaters from a single subscribing institution.
- C. A debater may qualify for and participate in the NPEDC a maximum of three times.
- D. A debater may qualify for and participate in the NPEDC a maximum of 27 years old.
- E. To be an eligible debater for the NPEDC, a student must provide official documents from appropriate polytechnic officials verifying that he/she is registered as a polytechnic student and delegate of the NPEDC.

**Rule III: NPEDC Adjudicator.****A. Adjudicator Composition**

- 1. A round in a competition shall be judged by odd number of adjudicator or a single adjudicator (excluding trainee adjudicator).
- 2. In a single adjudication, the adjudicator acts as the chair.
- 3. In panel adjudication, a chair adjudicator leads the adjudication accompanied by two or four panel adjudicators.
- 4. Trainee adjudicator shall be allocated in preliminary rounds based on his or her accreditation scores and conflict of interest.

**B. Qualification for adjudicator to attain eligibility for judging at the NPEDC:**

- 1. An adjudicator must comprehend the system of adjudication in Australasian Parliamentary debating system
- 2. An adjudicator is mandatory to attend all processes of adjudicator accreditation
- 3. The adjudicators consist of representative adjudicators of the participating institutions and invited adjudicators
- 4. To be an eligible adjudicator, the adjudicator must secure a minimum C grade during the accreditation test.
- 5. Adjudicator that has not secured a minimum C grade is still allowed to adjudicate as a trainee adjudicator. A trainee adjudicator is subject to report to an accredited adjudicator and his/her decision is not binding to the result of the match.
- 6. All adjudicators are subject to written evaluation form from the debaters.
- 7. All adjudicators may and will experience the changes of the accreditation.
- 8. The adjudicators have the right to know the results of their accreditation.
- 9. The decision of adjudicator in each room is final, binding, and not subject to change in any kind of condition.
- 10. The adjudicators shall be paid a stipend plus an allotment for food as determined by the committee.



C. Adjudicator Obligations of Participating Polytechnics.

The NPEDC Committee strongly encourages participating polytechnics to do all that they can insure that their judging obligations are covered. In the event that a team's judging obligation is uncovered, the Council of the NPEDC will invoke that the team is disqualified if the team does not have a designated adjudicator.

D. Invited Adjudicator.

1. The nomination of persons to serve as invited adjudicators at the NPEDC shall be a primary responsibility of the host committees in the coordination with NPEDC council.
2. Invited adjudicators are well-experienced adjudicators satisfying qualification requirements that will be established by the host committee.
3. The host committee shall appoint, if necessary, additional invited adjudicators of his or her own choosing.
4. Each invited adjudicator shall be paid a stipend plus an allotment for food as determined by the committee.

E. Release of the Adjudicators at the end of the Tournament.

1. All adjudicators from participating institutions are required to remain at the tournament through the octo-final round. All adjudicators from institutions with teams participating in elimination rounds are required to remain at the tournament one round beyond the elimination of their final team.
2. All adjudicators shall provide to the Tournament Tabulator a ballot for each round they judge.
3. Ballots for the individual teams in the tournament shall not be returned to them until all ballots from adjudicators representing these teams are provided to the committee.

**Rule IV: General Tournament Procedures.**

A. Speech format.

The following speaking format shall be employed in all debates:

1. Speaking time for substantive speeches is 7 minutes, and for reply speeches is 5 minutes.
2. The method of signaling timing for speakers is at the discretion of the host.
3. In addition to time signals, team members or the team coach may give time signals to a speaker provided that the signals are discreet and unobtrusive.
4. Points of information are allowed between 2nd minute to 6th minute of the substantive speech.

B. Announcement of Round Pairings.

The Tournament Director shall orally announce the pairings before each round. The display of the pairings shall be provided as soon as possible.

C. Beginning Rounds.

At the announcement of pairings, the Tournament Director shall announce a designated starting time for the round.

D. Case Building

1. Case building time is 30 minutes.
2. Only three debaters are allowed to do case building.
3. Debaters are allowed to bring any printed materials but no internet connection during the case building.

E. Miscellaneous Regulations.

1. Electronic recording of debates is allowed by official participants and observers affiliated with a polytechnic attending the NPEDC and by other individuals authorized by the NPEDC host committee.
2. No Smoking Policy. All rooms in which the NPEDC takes place shall be declared No Smoking Areas, where smoking shall be prohibited. Host committee shall post signs announcing this rule. The NPEDC Tournament Director shall inform participants about this rule either the opening assembly or at the start of the final round.
3. Alcohol and Controlled Substance Policy. The use of controlled substances and alcohol shall be prohibited in rooms in which the NPEDC takes place. The Tournament Director shall inform participants about this rule either the opening assembly or at the start of the final round.
4. It is mandatory for all participants to show their ID card during the tournament
5. It is mandatory for participants to wear casual-formal dressing during the event.
6. During the rounds, all participants must wear their own institution uniform.

**Rule V: Tournament Scheduling.**

A. Pairing Rounds.

1. Round one of the Tournament shall be randomly matched.
2. After the first round the tournament should be completely power matched reflecting the following criteria: (1) victory points, and (2) total speaker points.

B. Assignment of Adjudicators

1. Preliminary Procedures or before the start of the Tournament:
  - a. At registration, all adjudicators shall complete a form declaring their conflicts of interest with any polytechnic or debaters in the Tournament.
  - b. A form of mutual preference shall be used.
2. Following the pairing of each round, adjudicators are assigned according to the discretion of the Tournament Director. The following constraints

operate to disqualify the adjudicators from assignment (in decreasing order of importance):

- a. The adjudicator cannot judge a team from his or her polytechnic.
- b. The adjudicator shall not judge a team he or she has previously judged on the same side.
- c. The adjudicator shall not judge a team on his or her conflict of interest list.

#### **Rule VI: Motions**

- A. Adjudication core are responsible for composing the motions.
- B. Motions should reflect national or international issues.
- C. Host committee shall release list of motions two weeks prior to the tournament.
- D. Motions should cover 9 headings (science and technology, education, environment, culture, economy, politics, sports, health, and entertainment).

#### **Rule VII: Sanctions**

Sanctions to participating team are in the discretion of the Council Board.

#### **Rule VIII: Awards**

- A. A special permanent award shall be given to each participant and each polytechnic.
- B. Trophies, certificates, and amount of money shall be given to the champion, and the runner ups.
- C. Top ten best speakers deserve to get certificates.
- D. Awards denoting their level of accomplishment shall be presented to all teams in the elimination rounds.

#### **Rule IX: Evaluation.**

- A. Forms soliciting suggestions for improving the NPEDC shall be provided to each debater, representative and invited adjudicator at the tournament.

#### **Rule X: Amendment.**

- A. These Standing Rules may be amended by the NPEDC Council Meeting.

## **Standing Rules for the Operation of the National Polytechnic Speech Competition (NPSC)**

### **General Introduction**

The NPSC is not debating, elocution or acting. The competition is concerned with the competitor's effective use of language to convey a message or a point of view to an interested audience. Choice of words, intonation, articulation, pace and pausing are all important in conveying the message in a speech. Anything which hinders the transmission of meaning or diverts attention from the speaker's presentation should be avoided. This includes unnecessary and inappropriate gestures, affected pronunciation, over use of dramatics, unnecessary movement, irrelevant humour and mannerisms.

### **I. Rules for Demonstration Speaking**

#### **A. Purpose of the Category:**

To develop skills in expository speaking with emphasis on skill in exhibiting a process using objects or physical activity.

#### **B. Definition of the Category:**

A demonstration speech explains how to do something or how something works. Objects or physical activity by the demonstrator must be exhibited. Visual aids (charts, graphs, diagrams, maps, pictures, etc.) are optional and may be used to enhance the demonstration but are not to take the place of objects or activity. The speech must be instructive and present valuable and significant information.

#### **C. Rules:**

1. The speech must be original with the participant.
2. Objects or physical activity by the demonstrator must be exhibited.
3. Presentations will take place in normal-sized classrooms with normal-sized doors. A table or desk will be supplied. All visual aids, properties and equipment are to be supplied by the speaker.
4. This category prohibits the use of properties or equipment endangering the health or safety of the participant, audience or judge. This includes, but is not limited to, firearms, sharp knives, dangerous chemicals and animals.
5. One other person, and only one, may be used to assist the demonstrator by serving as the object of demonstration or by helping to set up, strike, or handle equipment. It is permissible for the aide to be both an object of demonstration and to help with the equipment. The aide shall not be considered a contestant; shall not be eligible for an award. The assistant may be a contestant in another category, but the committees are not responsible for special scheduling arrangements that this may require.
6. Maximum time limit: 7 minutes, including set up and strike down. A 15 second grace period is allowed, after which one point will be deducted from that evaluation item dealing with rate.
7. The use of both sides of one 4x6 note card is optional.

D. Criteria for Evaluation:

1. The extent to which the topic content reflected value or significance to the speaker.
2. The extent to which the use of objects and/or physical activity was visible and effectively incorporated into the demonstration process.
3. The extent to which the presentation: (a) achieved effective organization, and (b) employed effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices.
4. The extent to which the vocal presentation was clear and appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.

## II. Rules for Special Occasion Speech

A. Purpose of the Category:

To develop skills related to adapting oral presentations to specific situational demands.

B. Definition of the Category:

The challenge to the speaker is to make an appropriate presentation which responds to the constraints of the occasion (including the probable audience). In considering the "appropriateness" of the speaker's work, attention will be paid to the purpose the speaker chooses, the position taken, the content, organization and general stylistic "tone," and the manner of delivery. It is possible that a speech may pursue more than one of the standard general purposes of informing, persuading, and entertaining. Speakers may use visual materials but such materials must support -- not dominate--the presentation. This category calls for a speech, not a visual media show.

Participants in the Special Occasion Speech category are to develop and present an appropriate original speech for one of the following situations:

1. A Docent Presentation at a Library or Museum: You have volunteered to act as a docent at your local library or museum for a special event (i.e. Youth Art Month, visiting exhibit, etc.).
2. Testimony at a State Government Body: You are to speak to represent Governmental regulatory agency concerning a policy.
3. Presentation to a Local Organization: You are to present your school's "Go Green" initiative to a local organization.
4. History Day Event: You are to analyze a significant speech at a history day event. The presentation must include excerpts from the speech within your analysis.
5. Graduation Speech: You have been selected to present a speech at the graduation.

C. Rules:

1. Prior to the presentation, the participant is to announce which of the above situations has been chosen. This announcement must be brief and is not considered part of the presentation on which the student will be evaluated.
2. Maximum time limit: 5 minutes. A 15 second grace period is allowed, after which one point will be deducted from that evaluation item dealing with rate.
3. The use of both sides of one 4x6 note card is optional.
4. Visual supporting materials may be used, but not worn.

D. Criteria for Evaluation:

1. The extent to which the apparent specific purpose was appropriate to the occasion.
2. The extent to which the content and organization of the speech fulfilled the speaker's purpose. Researched material must be verbally attributed to a source(s).
3. The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices.
4. The extent to which the vocal presentation was clear and appropriate to the chosen occasion, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as the use of a note card, any visual materials, facial expression, eye contact, gestures and bodily movement.

### **III. Rules for Oratory Speaking**

A. Purpose of the Category:

To develop skill in composing and presenting a formal speech on a significant topic.

B. Definition of the Category:

In Oratory, the oration is expected to be a thoroughly prepared, well composed, well expressed speech of exhortation on a significant topic. As such, the oration must be unequivocally persuasive in its purpose. It may fulfill its persuasive challenge in one of three ways: 1) by alerting the audience to the existence of a problem; 2) by affirming the existence of a problem and offering a solution; 3) by urging the adoption of a policy. While the topic of the oration should be of significance to general society, it should be adapted to an audience composed of the speaker's peers. The good oration is characterized by clear, vivid, and forceful language and appropriate stylistic devices such as metaphor, comparison/contrast, irony, etc. Finally, thoughtfulness as reflected in the choice of an approach to the topic and the quality of supporting materials is a necessary part of the good oration.

C. Rules:

1. The speech is to be original with the participant.
2. Properties or visual aids are not permitted.
3. Maximum time limit: 7 minutes. A 15 second grace period is allowed, after which one point will be deducted from that evaluation item dealing with rate.
4. The use of both sides of one 4x6 note card is optional.

D. Criteria for Evaluation:

1. The extent to which the content (a) reflected a worthwhile topic, and (b) provided quality modes of support materials, including analysis, reasoning and Factual information. Researched material must be verbally attributed to a source(s).
2. The extent to which organizational structure (introduction, body, conclusion) was both clear and effective.
3. The extent to which clear and compelling language as well as effective stylistic devices were used appropriately.
4. The extent to which the vocal presentation was clear and appropriate to the subject including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.

**IV. Rules for Public Address**

A. Purpose of the Category:

To develop the skill of providing a directly responsive statement to an issue of current public discussion.

B. Definition of the Category:

The challenge to the speaker is to contribute to the public dialog on a contemporary issue by presenting a well-informed statement which is directly responsive to a question about that issue. The speaker is to be knowledgeable and is to use quality supporting material to substantiate his/her position. As in all speaking categories, the Public Address speech is to be well organized, clear, and effectively presented.

The possible topic areas and specific questions are:

1. *Terrorism*: To what extent, if any, has recent military involvement made the world a safer place?
2. *Nuclear Power*: In light of the nuclear disaster in Japan, what, if any, should be the future of nuclear power in the United States?
3. *Fine Arts Programming*: Given the current state budget crisis, to what extent, if any, should Wisconsin public schools continue to fund fine arts classes?
4. *Technology*: To what extent the harm and benefit of the advanced technology?

C. Rules:

1. The speech must be original with the participant.
2. Auxiliary audio/visual materials are not permitted.
3. Maximum time limit: 7 minutes. A 15 second grace period is allowed, after which one point will be deducted from that evaluation item dealing with rate.
4. The use of both sides of one 4x6 note card is optional.

D. Criteria for Evaluations:

1. The extent to which a direct and well defined response to the question was provided.
2. The extent to which the speaker analyzed and organized the ideas to provide the answer.
3. The extent to which the content (a) supported the main idea with worthwhile evidence, and (b) employed effective language skills including such items as use of transitions and clear, vivid and appropriate word choices. Researched material must be verbally attributed to a source(s).
4. The extent to which the vocal presentation was clear and appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.

**V. Rules for Radio News Casting**

A. Purpose of the Category:

To develop the skills in organizing news items for vocal presentation.

B. Definition of the Category:

The challenge to the speaker is to present a well-organized, clearly communicated newscast. Source material shall be provided by the committee. The host polytechnic is to provide the judge with a copy of the packet of material given to each speaker. At least one commercial is to be included within the time limits of the presentation.

C. Rules:

1. The speaker may delete or edit any parts of items from the provided material.
2. One-half hour before the round, the speaker will receive source material. Identical material will be provided for each participant at five minute intervals.
3. The newscast will include one commercial advertising some product or service.
4. The time limit shall be 5 minutes and the speaker is expected to finish "on the nose; "however, if a speaker concludes the presentation within ten



seconds on either side of five minutes the speaker will not be penalized. Beyond those limits a point will be subtracted for each ten seconds.

D. Criteria for Evaluation:

1. The extent to which the student provided clear and logical organization of the news-script, balancing the levels and types of news including international, national and state news, weather and sports.
2. The extent to which the presentation reflected effective language skills, including use of smooth transitions with clear, vivid, and appropriate word choices.
3. The extent to which the delivery was in a clear, pleasant, and confident voice, reflecting good articulation, pronunciation, volume, pitch and voice quality.
4. The extent to which the commercial(s) was incorporated as an important item in the newscast without dominating the news.
5. The extent to which the student delivered the newscast within the time limits without unnatural speeding up or slowing down.

**VI. Rules for TV News Casting**

A. Purpose of the Category:

To develop the skills in newscasting

B. Definition of the Category:

The challenge to the speaker is to present a well-organized, clearly communicated newscast in television. Source material shall be provided by the committee. Specific subjects shall be included in the material.

C. Rules:

1. The speaker must be ready in studio-class 30 minutes before he/she performs.
2. One-half hour before the round, the speaker will receive source material. Identical material will be provided for each participant at five minute intervals.
3. The newscast will include news report and weather broadcast.
4. Host committee will provide materials for approximately 5 minutes of speaking for 2 subjects of interrelated news.
5. Any use of visual aids is permitted.
6. Participant has to wear formal apparel.
7. All participants must not wear jeans in this competition.
8. Every participant must keep his/her appearance neat and clean.

D. Criteria for Evaluation:

1. The extent to which the student provided clear and logical organization of the news script, balancing the levels and types of news including international, national and state news, weather and sports.

2. The extent to which the presentation reflected effective language skills, including use of smooth transitions with clear, vivid, and appropriate word choices.
3. The extent to which the delivery was in a clear, pleasant, and confident voice, reflecting good articulation, pronunciation, volume, pitch and voice quality.
4. The extent to which the student delivered the newscast within the time limits without unnatural speeding up or slowing down.

## **VII. Rules for Solo Acting**

### **A. Purpose of the Category:**

To develop skills in the presentation of dramatic literature.

### **B. Definition of the Category:**

The material for Solo Acting shall be a cutting from serious or humorous drama or other literature adapted to the dramatic format with brief narrative transitions allowed. Original material may not be used. The material may be a monologue or a selection which includes any number of characters. In case the later, the participant shall be required to adjust his/her acts. Quality material in both divisions must be used. Quality material is characterized by insights into human values, motivations, relationships, problems, and understandings and is not characterized by sentimentality, violence for its own sake, unmotivated endings, or stereotyped characterizations. By using the self as a medium between the selection and the audience, the student shall create the character(s) and shall utilize action appropriate to the characterization(s) within the control of the setting. The student shall also prepare an introduction which includes author(s) and selection(s) and prepares the listener for the emotional and intellectual content of the selection.

### **C. Rules:**

1. An introduction to the chosen selection is required and must be either memorized or presented extemporaneously without the use of notes.
2. The presentation is to be memorized.
3. The use of a *single stationary chair* is allowed.
4. Costumes, props (including tables and additional chairs), sound, lighting, and make-up are optional, prepared by participant, and shall not be scored.
5. Maximum time limit: 10 minutes. A 15 second grace period is allowed, after which one point will be deducted from that evaluation item dealing with pace.

### **D. Criteria for Evaluation:**

1. The extent to which the introduction familiarized the audience with the tone and theme.
2. The extent to which the material chosen provided insights into human values, motivations, relationships, problems, and understandings.

3. The extent to which the presentation established and projected the motivations, emotions, and interrelationships of the character(s) through voice.
4. The extent to which the presentation established and projected the motivations, emotions, and interrelationships of the character(s) through bodily movement and facial expression.
5. The extent to which the presentation constituted a well-paced and unified segment of dramatic action.

### **VIII. Rules for Story Telling**

#### **A. Purpose of the Category:**

To develop skill in presenting imaginative material of the narrative form.

#### **B. Definition of the Category:**

To tell a story is to chronicle events. The burden of the storyteller is to chronicle those events in a coherent, unified, clear, and interesting manner. The storyteller may use vocal variation and physical movement to suggest different characters and character relationships in order to make the story clearer and more interesting. The storyteller must sit in a chair; other costumes or props are not permitted. It should be remembered throughout that the emphasis of the storyteller's art is on the teller as intermediary or narrator. The student is expected to "demonstrate a sense of audience", that is, tell the chosen story in such a manner that it would be suitable for the intended audience, be it young children, teenagers, adults or chronologically advanced. Material for storytelling will be chosen by the student based on the topic areas announced by the committee. A student will choose and rehearse one or more different stories for each topic area. Original material is acceptable.

Possible topic areas are:

1. A Story from Indonesian heartland
2. A Story about a fool
3. A Story with puns or other word play
4. A Story about overcoming heartbreak or sadness

#### **C. Rules:**

1. A brief introduction identifying author, title and intended audience is required.
2. No other costumes, props, or visual material may be used. Vocal music, if used, must be incidental and consist of no more than thirty (30) seconds total, after which there will be a one point deduction.
3. Notes are not permitted.
4. Maximum time limit: 10 minutes. A 15 second grace period is allowed, after which one point will be deducted from that evaluation item dealing with rate.

**D. Criteria for Evaluation:**

1. The extent to which the story as told constituted a coherent, spontaneous and unified narrative appropriate to the topic area.
2. The extent to which the teller's choice of language and introduction was appropriate to the chosen story and audience.
3. The extent to which nonverbal expressions, including such items as gestures, facial expression and bodily movement contributed to clarity.
4. The extent to which vocal aspects of the performance were appropriate and enhancing to the meaning of the story, including such items as articulation, pronunciation, vocal clarity, volume, rate and pitch.
5. The extent to which the suggestion of character and character relationship was appropriate to the material.

**Rules IX: Participant Qualification**

Polytechnic may qualify a student.

- A. Any student in compliance with the eligibility definitions of Polytechnic is eligible to represent his or her polytechnic.
- B. To be an eligible speaker for the NPSC, a student must provide official documents from appropriate polytechnic officials verifying that he/she is registered as a polytechnic student and delegate of the NPSC

**Rules X: Judging**

- A. Judges are selected on the basis of their communication skills, public speaking experience and their ability to relate to polytechnics competitors.
- B. Judges give equal consideration to both speeches in the allocation of marks. Judging is a subjective process but will always be related to the nominated criteria and guidelines. The judging and evaluation criteria is attached to this document.

### Evaluation Sheet

**Name** : \_\_\_\_\_  
**Institution** : \_\_\_\_\_

#### Demonstration Speaking - 7 Minutes

(Warning bell at 6 minutes then at 7 minutes)

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	15	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	30	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, humor, body language, eye contact	20	
Conclusion	- Effective closing summary - Audience absorbed in presentation	15	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_  
**Institution** : \_\_\_\_\_

#### Special Occasion Speech - 5 Minutes

(Warning bell at 4 minutes then at 5 minutes)

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	15	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	35	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, humor, body language, eye contact	20	
Conclusion	- Effective closing summary - Audience absorbed in presentation	10	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_  
**Institution** : \_\_\_\_\_

#### Oratory Speech - 7 Minutes

(Warning bell at 6 minutes then at 7 minutes)

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	15	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	25	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, humor, body language, eye contact	25	
Conclusion	- Effective closing summary - Audience absorbed in presentation	15	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_  
**Institution** : \_\_\_\_\_

#### Public Address – 7 Minutes

(Warning bell at 6 minutes then at 7 minutes)

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	10	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	30	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, humor, body language, eye contact	30	
Conclusion	- Effective closing summary - Audience absorbed in presentation	10	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_

**Institution** : \_\_\_\_\_

#### TV News casting - 5 Minutes

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	15	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, eye contact, facial expression	40	
Closing	- Effective closing	15	
Appearance	- Grooming	10	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_

**Institution** : \_\_\_\_\_

#### Radio News casting - 5 Minutes

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	10	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	30	
Use of Language	- Appropriate use of language - Uses plain English	20	
Delivery	- Pace, intonation, volume, pitch	30	
Closing	- Effective closing	10	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_  
**Institution** : \_\_\_\_\_

#### Solo Acting - 10 Minutes

(Warning bell at 9 minutes then at 10 minutes)

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	10	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	25	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, body language, eye contact, clarity, effective expression	35	
Closing	- Impressive closing	10	
<b>Sub Total</b>		<b>100</b>	

### Evaluation Sheet

**Name** : \_\_\_\_\_  
**Institution** : \_\_\_\_\_

#### Storytelling - 10 Minutes

(Warning bell at 9 minutes then at 10 minutes)

Topic: .....

Criteria	Allocation of Points	Points	Remarks
Opening impact on audience	- Introduction	10	
Content	- Relevance of subject matter - Originality - Structure (coherence/logic/development)	25	
Use of Language	- Appropriate use of language	20	
Delivery	- Pace, intonation, volume, pitch, body language, eye contact, clarity, effective expression	35	
Closing	- Impressive closing	10	
<b>Sub Total</b>		<b>100</b>	