

# 2005 Provincial Skills Competition

## Scope Document

<b>EVENT:</b> PREPARED SPEECH	<b>LEVEL:</b> SECONDARY
<b>START TIME:</b> 9:00 AM APRIL 8 <sup>TH</sup> , 2005	<b>LOCATION:</b> SIAST PALLISER CAMPUS RM. 2.103
<b>INTERNATIONAL TRADE #:</b> 85	<b>DURATION:</b>

**PURPOSE OF THE CHALLENGE:**

To evaluate each competitor’s ability to prepare and present clearly and effectively their thoughts relating to the theme established for the competition.

**CONTEST PRE-REQUISITE:**

Students must be enrolled in at least one technical course during the 2004 - 2005 school year.

**THEME: SKILLS WORK!**

Competitors should reflect on the meaning and the concept behind the theme selected for the Canadian Skills Competitions, which is **Skills Work!** Competitors are expected to explore the theme as it relates to any technical contest area offered at Saskatchewan and/or Canadian Skills Competitions. (See list below) Competitors are welcome to interpret the theme widely and creatively.

**Technical Contest Areas:**

- |                         |                                |                          |
|-------------------------|--------------------------------|--------------------------|
| Architectural Animation | Electronics                    | Plumbing                 |
| Architectural CADD      | Floristry                      | Precision Machining      |
| Auto Collision Repair   | Geographic Information Systems | Principles of Technology |
| Auto Service            | Graphic Design                 | Print Technology         |
| Automated Manufacturing | Industrial Wiring              | Refrigeration            |
| Baking                  | Internet                       | Restaurant Service       |
| Brick & Stone Masonry   | Job Interview                  | Virtual Robotics         |
| Cabinetmaking           | Job Skill Presentation         | Small Powered Equipment  |
| Carpentry – Individual  | Ladies Hairdressing            | TV Video Production      |
| Character Animation     | Mechanical Animation           | Welding                  |
| CNC Turning             | Mechanical CADD                | Women's' Apparel Design  |
| Culinary Arts           | Mechatronics                   |                          |
| Desktop Publishing      | Men’s Hairdressing             |                          |
| Electrical Wiring       | Photography                    |                          |

**LENGTH OF PREPARED SPEECH:**

The speech shall be at least seven (7) minutes in length and will not exceed ten (10) minutes. Points will be deducted for failing to meet the minimum length or exceeding the maximum time specified in the scope.

There will not be a warning light or sound to indicate time allotment. Competitors should develop the skill to monitor the length of their presentation.

## SKILLS AND KNOWLEDGE TO BE TESTED:

Competitors will demonstrate ability to:

- Present thoughts in clear, coherent and well-constructed format;
- Deliver a memorable key message (main idea, argument, opinion or position);
- Make a 'connection' with the audience;
- Demonstrate confidence and ease in speaking to the audience;
- Use non-verbal skills (body language) to assist in expression; and
- Speak in a clear and understandable manner while varying voice pitch in tone, tempo and volume;

## CLOTHING REQUIREMENTS:

Clothing should be appropriate for a business environment. Blazers, sweaters or dress shirt/blouse and accompanying dress slacks or skirt is recommended. Competitors should think of their own comfort when presenting on stage. Tight clothing and healed shoes may hinder the presenter's comfort. Avoid busy patterns and large stripes as they detract from the face and the presenters' ability to connect in a non-verbal manner with the audience.

## JUDGING CRITERIA

AREA	SKILLS	POSSIBLE POINTS
<b>Content</b> (50%)	<b>Mechanics:</b> Diction/grammar/pronunciation	5
	<b>Organization:</b> Logical, focused	10
	<b>Opening of Speech:</b> Lead into topic, creating interest	10
	<b>Close of Speech:</b> Summary, conclusion, originality	10
	<b>Effectiveness:</b> Convincing, coherent, interesting, use of descriptive language	15
<b>Department</b> (15%)	Dress	5
	Poise – Confidence	10
<b>Delivery</b> (35%)	Eye Contact	5
	Non-verbal gestures/mannerisms	10
	Voice – pitch, tempo, volume	10
	Enthusiasm	10

## HELPFUL TIPS FOR PREPARING AND PRESENTING A SPEECH:

Those who spend the most time preparing, revising and practicing their speeches make the task look easy, however, speaking in public is not as easy as it looks. In order to help students prepare for this contest, we offer a number of helpful tips and resource suggestions:

## **Planning**

1. Brainstorm about the theme. Spend a day considering many different ideas, which could become the building blocks for a speech.
2. Build your speech around a single, central, important theme (key message). Good speechmakers often pare this down into one strong phrase or statement.
3. No speech can be written without some knowledge of the audience to which it will be delivered. For the purposes of this contest, your audience will include the judges, other competitors, friends and family members. The judges will be professional business communicators, who are interested in developing a learning environment and assisting students in gaining a sense of personal achievement. They may be strangers, but they are also supporters.
4. Visit a library or bookstore for public speaking and speech preparation guidebooks.

## **Practicing**

5. Plan to spend at least one third of your total preparation time on practicing the speech. This time also offers opportunities to rewrite sections that need revision.
6. Practice in front of a mirror, or have a family member/teacher videotape your presentation so that you can view yourself, and also critique for opportunities to enhance your non-verbal delivery skills.
7. Deliver the speech in front of your school peers – ask for their constructive feedback. Then present again.

## **Delivery:**

8. Speeches are like a conversation, with the only difference being that you are speaking to more than one person...and you're doing all the talking. Find a way to draw everyone into the conversation.
9. Don't feel you need to stay behind the podium. You can use the entire stage. This additional movement allows you to use body language to help express your points. Think about how much you use your eyes, facial expressions and arms to assist in everyday language. The use of movement and body language also helps keep the attention of the audience. Be careful though: this is not a theatre production, so don't overact.
10. Voice is important to keeping the attention of an audience. Vary your tone, pitch and tempo to change the pace of your speech and help to express important points.
11. Memorize your speech. Cue cards or notes should be used sparingly to refer only to key phrases.

## **HELPFUL RESOURCES**

You may wish to pick up reference guides and resource books at the school/community library or bookstore. Many professional speakers have written excellent guidebooks on how to conceive a speech, practice and present to audiences. Here are a few recommendations:

**And I Quote: The Essential Public Speaking Resource**

Ashton, Appelwhite, Evans, and Fotheringham  
St. Martin's Press  
ISBN: 0-312-0689

**Rise Up – A New Guide to Public Speaking (\*Canadian)**

Sandie Barnard  
Prentice Hall Canada  
ISBN: 0-13-564634-0

**Can You Say A Few Words**

Joan Detz  
St. Martin's Press  
ISBN: 0-312-39627-9

**How to Give A Speech (Revised)**

Margaret Ryan  
Franklin Watts  
ISBN: 0-531-15804-7

**Speaking to Groups Eyeball to Eyeball**

James B. Anderson  
McGraw-Hill Ryerson Ltd.  
ISBN: 0-07-551047-2

**I Can See You Naked**

Ron Huff  
Andrews and McMeel  
ISBN: 0-8362-8008-3

**How To Write and Give A Speech**

Joan Detz  
St. Martin's Press  
ISBN: 0-312-39627-9

**OTHER SOURCES**

- Attend or watch televised church services to see how a pastor or minister delivers a sermon. Observe the techniques used to hold attention, and to deliver a memorable message through a speech;
- Watch speeches delivered on CPAC, the Canadian parliamentary channel;
- Some CD shops carry recorded speeches in the "Spoken Word" section; and  
Read speeches by great orators, such as Martin Luther King Jr. and John F. Kennedy (often found in biographies)

**ADDITIONAL NOTES:**

**You must attend orientation April 7<sup>th</sup>, 2005 from 7:30 – 8:00 pm. to be informed of all the information pertaining to your competition.**

**COMMITTEE MEMBERS:**

Conrad Pura, Saskatchewan Labour Force Development Board