

# 2008 Provincial Skills Competition

## Scope Document

<b>EVENT:</b> PREPARED SPEECH	<b>LEVEL:</b> SECONDARY
<b>START TIME:</b> 9:00 AM MARCH 14 <sup>TH</sup> , 2008	<b>LOCATION:</b> PRAIRIELAND PARK HALLA
<b>INTERNATIONAL TRADE #:</b> 85	<b>DURATION:</b>

### PURPOSE OF THE CHALLENGE:

The Conference Board of Canada has identified the skills you need to enter, stay in, and progress in the world of work. – whether you work on your own or as a part of a team. Once such skill area is effective oral and written communication including the ability to do the following:

- Write and speak so others pay attention and understand
- Listen and ask questions
- Share information
- Use relevant technological knowledge and skills to explain or clarify ideas

The prepared speech competition is designed to encourage and enhance the development of this skill as you prepare to make career choices.

The challenge provides the opportunity for competitors to prepare and present a prepared speech and to construct answers to related questions in a clear and concise manner.

### SKILLS AND KNOWLEDGE TO BE TESTED

**Competitors will demonstrate ability to:**

- Capture and hold the attention of the audience;
- Present thoughts in a clear, coherent and well-constructed format;
- Deliver a clear message (main idea, argument, opinion or position);
- Speak easily with confidence
- Use non-verbal skills (body language) to assist in expression;
- Be expressive by varying voice pitch in tone, tempo and volume;
- Think quickly and answer unseen questions clearly with conviction.

### CONTEST PRE-REQUISITE:

Students must be enrolled in at least one technical course during the 2007 – 2008 school year.

### THEME: **Technology and Skilled Trades: Careers that will Take you Places**

Competitors should reflect on this theme widely and creatively ensuring that they maintain a focus and consider the connotations implied by the topic. Students are expected to express themselves clearly while capturing the attention of their listening audience. During the orientation session, competitors must submit a copy of their speech to the PTC. (See list below)

#### Contest Areas:

Architectural Animation	Electrical Wiring	Plumbing
Architectural CADD	Electronics	Precision Machining
Auto Collision Repair	Industrial Wiring	Restaurant Service
Auto Service	Internet	Virtual Robotics
Baking	Job Interview	Small Powered Equipment
Brick & Stone Masonry	Job Skill Presentation	TV Video Production
Cabinetmaking	Ladies Hairdressing	Welding
Carpentry – Individual	Mechanical CADD	Women's' Apparel Design
Character Animation	Men's Hairdressing	
Culinary Arts		

## LENGTH OF PREPARED SPEECH:

The speech shall be at least five(5) minutes in length and will not exceed seven (7) 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.

At the end of their speeches, presenters will be asked two questions based on the theme that they presented. Competitors will have exactly one minute to respond to each question. 10 points will be deducted from the final score for exceeding the one minute specified.

## 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> (40%)	<b>Mechanics:</b> Diction/grammar/pronunciation	5
	<b>Organization:</b> Logical, focused	10
	<b>Opening of Speech:</b> Lead into topic, creating interest	5
	<b>Close of Speech:</b> Summary, conclusion, originality	5
	<b>Effectiveness:</b> Convincing, coherent, interesting, use of descriptive language	15
<b>Depoartment</b> (15%)	Poise – Confidence	15
<b>Delivery</b> (25%)	Eye Contact	5
	Non-verbal gestures/mannerisms	5
	Voice – pitch, tempo, volume	5
	Enthusiasm	10
<b>Questions</b> (20%)	Clarity/To the point	10
	Conviction/Knowledge of topic	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)

**COMMITTEE MEMBERS:**

Michelle Loraas, Prairie Spirit School Division  
Phone: 306-374-2433  
E-Mail: michelle.loraas@spiritsd.ca