



UPenn Liberty Bell Classic

Speech Judge Handbook

On behalf of the University of Pennsylvania Liberty Bell Classic and all attending schools, we would like to thank you for judging for us today. Without you, this tournament could not function. We hope that you enjoy the results of the hard work that these competitors have put into preparing their performances.

This booklet has been written to help you with the practicalities of judging speech. While it has many guidelines, there are not many “rules” in speech. Feel free to use your common sense and judgment. If you have any questions during the day, please ask the staff.

The Tournament Day

Your school’s head coach should tell you where and when you should arrive at the tournament site. When you arrive, find the coach to get your **judge code** and your **assignment**. If you can’t find him/her, check in at the registration table, which is usually in the main lobby. The tournament staff will help you locate a coach from your school.

Your assignment will generally show 3-4 preliminary rounds, or **prelims**, in different events. Take some time to review the rules for the events you will be judging; rules are listed at the back of this book. The tournament may have to change your assignment during the day, so keep your judge’s handbook with you. Please do not swap rounds with another judge, even if they are judging for your school. Tournament staff will refer to you by code, so be sure to remember it. You may also be marked for “Standby” in some rounds; these are rounds where you should be in the judges’ lounge or other designated area in case the tournament needs to make an emergency substitution.

At the beginning of the day, the tournament staff will conduct a short **general assembly**. The meeting will cover changes in assignments, locations of competition rooms, the **ballot table**, the judges’ lounge, etc. It is important that you attend this meeting and take note of all announcements.

After the briefing, you will pick up your first round’s ballots, and proceed to your Round 1, and follow your schedule for the other prelims. After each prelim, go to the **ballot table** to drop off your ballots, and pick up your next set. After prelims, elimination rounds or **elims** will be announced. You are expected to be available to judge elimination rounds; check the postings for any assignments in eliminations. The tournament will proceed through a number of elimination rounds until a final round is conducted. The awards ceremony will be held shortly after finals.

General Instructions

1. Familiarize yourself with the categories offered at the tournament from the descriptions at the back of this manual.
2. If you have students in your round whom you know personally, contact the tab room before starting the round. They will make any necessary adjustments.
3. Do not carry on a personal conversation with a contestant that could cause another student to feel you might be biased.
4. Judges are not to change individual rounds with other judges. If changes in scheduling need to be done, notify the Tab Room.
5. Some singing is permissible in interpretative events. However, it should be of a limited nature. The story should be the focus of the presentation, not the student's singing voice.
6. Students should be polite and professional at all times; failure to do so *may* affect your ranking of the round. You may ask a student to stop unacceptable conduct during a round, such as reading, sleeping, eating, drinking, tapping a pencil on the table, and so on. Report seriously inappropriate behavior to the tab room.
7. Judges are not to confer with other judges while ranking students. Avoid talking between rounds with other judges about what you have seen. You may prejudice a future judge of those students.

Conducting a Round

1. Remind all people in the room to turn off cell phones before the round begins.
2. In most cases there will be 5-7 students in the room with you. Their codes are listed on your master ballot. Do not allow students not listed on the master ballot to speak; contact tab if this occurs. You may not have all your students at the start of a round; some students may be competing in two events and performing their other event first.
3. Students should speak in the order listed on the master ballot, unless they are **double entered**. Double entered students compete in two events; please accommodate their requests to speak in a certain order so they can compete in both assigned rooms. In extemp, students are sent from the prep room one at a time in the correct speaking order.
4. Please ensure a respectful audience. Observers are permitted. However, performers are easily to distract, so ensure no one is eating, drinking, sleeping, or otherwise being rude.
5. Do everything you can to make the competitors feel at ease in the round. Feel free to smile, laugh, etc. at appropriate moments during presentations. This will do a lot to make competitors feel that you are engaged in their performance.
6. Do not stop a student during a presentation unless there is an emergency (e.g. fire alarm) or a significant disruption to the performance that impacts the contestant's ability to proceed. In that case, allow the contestant to perform again once the disruption ceases. Noise from another

Timing

1. It is your responsibility to time the selection and record the time on the critique sheet. Time limits and grace periods for each event are listed on the ballots. Students running over time may not receive a 1st place rank in the round; any further penalty is at your discretion. Do not penalize students unless you are using an accurate timing device (e.g., stopwatch) or they went seriously & obviously over their time.
2. Judges should give students hand signals for time where requested by the student. Most students will politely decline. However, in Extemp judges **MUST** provide time signals. Judges should time accurately and inform the students of their timing systems. Time signals in Extemp are provided at the following time intervals:

Time Remaining: 5 4 3 2 1 1/2 Stop

3. Do your best to accommodate reasonable requests, if a student prefers different time signals. If a student exceeds the time limit and grace, please inform him/her discreetly after the round.

Filling out Ballots

1. Students will write the name & author of their piece (except in Extemp) on the classroom board. Copy this information onto the ballots, as well as the code & other info the ballot asks for. Time each performance and write it under “Time elapsed.” If there is a time violation, remember to alert the staff when you turn in your ballots.
2. The ballots are the only feedback that the student will receive from you. Be constructive and supportive. Include both positive comments and suggestions for improvement. Students will be very interested in which parts of their performance need work. Positive comments may include “Your characters’ voices were very realistic” or “You know a lot about this topic.” Constructive criticisms might be such as “You spoke too softly for me to hear well – please speak louder” or “I didn’t understand the part in the middle — try to make the story line clearer”. If the round was difficult to judge because of the high quality, tell the students. Remember, all of speech is about whether or not the audience (you) believes the speaker; just rely on your judgment and be honest and supportive.
3. After you hear all contestants in a round, rank them 1st, 2nd, 3rd, etc, **without ties**.
4. If you question the suitability of a student’s material, or feel there may have been a rule or time violation, **do not mark the student down**. Base your score on the performance given, and report your concern to the ballot table after the round.
5. Please hand in your ballots as quickly as you can after the round; holding onto ballots delays the tournament. If you need more time to write comments, check in at the ballot table first. When people disappear with ballots, the tab personnel tend to panic.

Questions and Answers for Judges

Q: Is there anything I should bring to the tournament?

A: You should bring a stopwatch and a pen. Lunch will be for sale at the tournament, but if you have special dietary needs you might want to pack one. There is a lot of downtime between rounds. You may want to bring a book, or some work to do.

Q: Is it O.K. for me to judge a student whom I judged at a competition earlier this year?

A: Yes. If you have judged or seen the student's performance at a previous tournament, please judge him/her as if you have never seen the performance before.

Q: What do I do if there is a fire alarm during a round?

A: If an emergency arises, like a fire alarm or building evacuation announcement, have the students exit the building immediately. They are used to fire drills at school. Students should find their coaches once they are outside the building. You will receive instructions about how to continue the round after the event has cleared.

Q: What do I do if I find a student's piece to be offensive or profoundly in conflict with my views or beliefs?

A: In certain events, such as original oratory and extemp, it is the job of the student to present a plausible argument, backed up by sources and/or analysis. You may not agree with the student's perspective, but the rank you assign should reflect the quality of the analysis, not the position taken.

Interpretive events are less clear. Some students choose to perform thought-provoking, challenging material. This decision may make you uncomfortable. We ask that you do your best to rank the student based upon the quality of the performance rather than the content of the piece. Try to respect the students' choices and to be as objective as possible. Please talk to the tab staff if you strongly feel a piece is inappropriate.

Q: What do I do if I think a competitor has broken a rule or is behaving inappropriately?

A: If you suspect a rule violation, fill out the ballot and rank the student anyway. Then, alert the ballot table staff when you turn in your ballots. They will look into the matter.

Individual Event Descriptions

Declamation (DEC) (CFL)

Time: 10 min maximum [30 second grace]; no minimum

Declamation is a memorized event in which the student delivers a speech written by some other person. The speech must have been presented as a public address and found in print, on video, DVD or on an audio recording. The presentation should include an introduction that provides the title of the speech and the author, and should include relevant information about the theme and date of the oration or its historical significance. Dialects or presentational styles of the original speaker need not be mimicked. No scripts, costumes, or props may be used in the presentation. This event is limited to 9th and 10th grade students.

Dramatic Performance (DP) (CFL)

Time: 10 minute maximum including intro [30 second grace]; no minimum.

Students present selections from published plays, screenplays, fictional or non-fictional work that are either serious or humorous in nature. The selections must be memorized with a maximum length of ten minutes. The presentation must come from a single published play or script, or a single fictional or non fictional work. The authors words as published may not be altered except that cutting is permitted. Speakers may not take lines from one character and apply them to a different character in the performance. Speakers will use vocal ability and body language to portray characters, conflict and the story. The performer should effectively use movement to create the characters' world in the eyes of the audience.

Duo Interpretation (DUO) (CFL)

Time: 10 minute maximum including intro [30 second grace]; no minimum.

This is a category performed by pairs. Students will perform selections of literature in performance, creating a scene, character(s), and plot to present a complete performance. The presentation must come from a single published play or script, or a single fictional or non fictional work, or a series of poems by a single poet. The authors words as published may not be altered except that cutting is permitted. Speakers may not take lines from one character and apply them to a different character in the performance.. Presentations must be memorized, without props or costumes. Students maintain an off stage focus; they are not allowed to make direct eye contact or physical contact with one another except during the introduction. Physical movement is limited to performers moving around one another, switching positions, pivoting from side to side, or turning around completely. Students must remain standing.

Extemporaneous Speaking (EXT, "Extemp")

Time: 7 min. maximum [30 second grace]; no minimum.

The students will draw three topics of current interest from the material prepared by the tournament director. Usually topics are based on articles taken from recent issues of publications from major media outlets. The student must pick one of the three topics to prepare for a presentation. The

students will have a 30 minute preparation period during which personal information files of books, magazines, and/or newspapers may be used to put together the presentation. Only published materials may be used as resources (books, magazines, newspaper, and on-line resources). After the preparation period, the student should deliver a speech to be evaluated for content and delivery. Students should adhere to the precise wording of the topic and should be penalized for shifting to a different, even if related, topic. The topic slip must be presented to the judge in the round. No notes, visual aids or props are allowed.

Oral Interpretation of Literature (OI, OIL) (NCFL)

Time: 10 min. maximum [30 second grace]; no minimum.

Students present two different selections, one of prose and the other poetry, in alternating rounds. Each round will consist entirely of poetry selections or poetry selections. Each selection must be a maximum of ten minutes in length. The student holds the manuscript and engages in interpretive reading. The selection should be literature, either as a single piece, or a cutting, or a series of pieces united by theme or author. Literature includes all forms of poetry or prose, fiction or non-fiction, except plays and oratorical compositions written to be delivered in real-life situations. The author's words as published may not be altered with the exception that cutting is permitted. Speakers may not take lines from one character and apply them to another. Any singing must be limited to a maximum of 30 seconds total. Movement and gestures should be appropriate to the presentation; walking is not permitted. No costumes or props are permitted.

Original Oratory (OO)

Time: 10 min. maximum [30 second grace]; no minimum.

Oratory is a memorized event in which the student presents original thought and commentary on a topic of his/her choice. Generally, but not always, the speech is of a persuasive nature. No manuscripts may be used during the presentation. A maximum of 150 directly quoted words is allowed in the oration. Students will be judged on their delivery skills and ability to discuss the topic effectively and intelligently. No scripts, costumes, or props may be used in the presentation.

Student Congress (CON)

In this event, students simulate a chamber of the US Congress. Students debate legislation they have written, preside over themselves, and vote. Students do not pretend to be real Congress members, but speak for themselves. Students should debate the issues with eloquence, strong analysis and research, and counter the arguments of the opposing side. Students should act fairly and responsibly in the workings of the chamber, and may be penalized for inappropriate or disruptive actions. The Student Congress will be run under the direction of an official called the Parliamentarian. The Parliamentarian of your chamber will provide you with further instructions and details about this event.