

***PREPARED PUBLIC SPEAKING  
LEADERSHIP  
DEVELOPMENT EVENT***

*RULES AND REGULATIONS  
INDIVIDUAL COMPETITION*



***ALABAMA FFA ASSOCIATION***

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Alabama State Department of Education, Dr. Eric G. Mackey, State Superintendent of Education

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**Prepared Public Speaking LDE**

# PREPARED PUBLIC SPEAKING LEADERSHIP DEVELOPMENT EVENT

## PURPOSE

The Prepared Public Speaking Leadership Development Event is designed to develop agricultural leadership by providing for member participation in agricultural public speaking activities and stimulating interest in leadership and citizenship.

## ELIGIBILITY AND REGULATIONS

For specific eligibility of participants, refer to the Contest and Awards Booklet.

An elimination event at the county level must be held to determine the county winner. Only the winner from each county is eligible to participate in the area and/or the district events. If only one chapter has an entry, this participant is automatically the county winner, thus no need for a county event to be held.

The first and second place winners in the North, Central and South Districts will compete in the state finals.

A participant shall be in official dress as defined in the *Official FFA Manual*.

## DISCLAIMER

If contests (CDE, LDE, TDE's) cannot be held in person, a virtual option may be conducted. Contest rules and guidelines are subject to change to meet the needs of a virtual experience.

## OFFICIAL DRESS

Official Dress for an FFA member includes:

- An official FFA jacket zipped to the top.
- Black slacks and black socks/nylons or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie or official FFA scarf.
- Black dress shoes with closed heel and toe.

Cowboy boots may be considered as dress shoes. Members should use good judgment to ensure boots and shoes are clean.

## LEVELS OF COMPETITION

### Chapter Event

- Chapter events should be held by February 1.
- Methods of eliminations in chapters are to be determined by local advisors.
- It is not necessary to report name of chapter winner to District Advisor.
- One original copy of the winner's manuscript must be submitted to the County Chairman at least one week in advance of the county event.

### County Event

- The County Event should be held in February.
- The County Chairman will contact the other advisors in the county to determine the date and place, select judges, and make other arrangements for holding the event.
- The County Chairman should make copies of each chapter winner's manuscript from the original manuscript for the judges to use. No point deductions will be made for the manuscript being a copy.
- The County Chairman should keep the original manuscripts in a safe place.
- If only one chapter in a county has an entry, this participant is automatically the county winner.
- The County Chairman will mail the original copy of the county winner's manuscript immediately following the county event to the District Advisor. The original manuscript of each county winner must be in the hands of the District Advisor not later than March 15.
- Speakers will not hear each other's speech. Only members or representatives (parents and/or advisor) of the speaker's chapter will be allowed to observe. Contest officials reserve the right to ask anyone whom is a distraction to the speaker to leave.
- Speakers will be in a place separate from the room where the event is being held.

### Area Event

- To be determined by the District Advisor if area event(s) should be held.
- Date, time, and place will be arranged and announced to the advisors of the county winners by the District Advisor.
- The copies of the manuscripts for the judges to use in the area event will be made from the original manuscript mailed to the District Advisor by the County Chairman. No point deductions will be made for the manuscript being a copy.
- The District Advisor will keep the original manuscript received from the County Chairman in a safe place. Any copy(ies) of the manuscript needed from this point on in the Prepared Public Speaking Event will be made from this original.
- Area winner(s) will compete in the district event.
- Speakers will not hear each other's speech. Only members or representatives (parents and/or advisor) of the speaker's chapter will be allowed to observe. Contest officials reserve the right to ask anyone whom is a distraction to the speaker to leave.
- Speakers will be in a place separate from the room where the event is being held.

### District Event

- The district event will be held at regular district eliminations.
- All manuscripts used by the judges at the district level will be copies made from the original manuscript. No point deductions will be made for the manuscript being a copy.
- The District Advisor will send the original copy of the district winners' manuscript to the State Staff person in charge of the State Prepared Public Speaking Event.
- Speakers will not hear each other's speech. Only members or representatives (parents and/or advisor) of the speakers will be allowed to observe. Contest officials reserve the right to ask anyone whom is a distraction to the speaker to leave.
- Speakers will be in a place separate from the room where the event is being held.
- Chapter representative may only video his/her chapter speaker.

### State Event

- The state event will be held during the State FFA Convention.
- All manuscripts used by the judges at the state level will be copies made from the original manuscript. No point deduction will be made for the manuscript being a copy.
- Speakers will not hear each other's speech. Only members or representatives (parents and/or advisor) of the speakers will be allowed to observe. Contest officials reserve the right to ask anyone whom is a distraction to the speaker to leave.
- Speakers will be in a place separate from the room where the event is being held.
- Chapter representative may only video his/her chapter speaker.

## MANUSCRIPT

The manuscript should be double-spaced, typewritten on 8½" x 11" paper, with a cover page that gives the speech title, participant's name, and chapter. The body of the manuscript should have 1" margins, and 12 point font in *Arial* or *Sans Serif*. The APA Format should be followed in developing references in the text of the manuscript and the bibliography. Additional information on the APA format is provided on page 7. Do not bind the manuscript but place a staple in the upper left corner.

A complete and accurate bibliography used in writing the speech must be part of the manuscript. All participants in the FFA Prepared Public Speaking Leadership Development Event should give credit to others where any direct quotes, phrases, or special dates are used in the manuscript, in order not to be guilty of plagiarism. The Boards of National Officers and Directors of FFA at the October 1960 meeting in Kansas City, Missouri, adopted the following:

*"A bibliography MUST be included as part of the public speaker's manuscript, and direct quotes from any source of information must be marked in "quotes" on the manuscript and be identified in the bibliography. Failure to do so will automatically disqualify a participant. This applies to all events above the local level."*

## SUBJECT

Participants must choose any current subject for their speeches which is of an agricultural nature. It should also include a persuasive explanation of position on topic.

## **TIME LIMIT**

Each speech shall be a minimum of six minutes in length and a maximum of eight minutes. Each participant will be allowed five minutes additional time in which he or she will be asked questions relating to his or her speech. Participants are to be penalized one point per second on each judge's score sheet for being under six minutes or over eight minutes. No time warnings will be given.

## **JUDGING**

1. Event officials will randomly determine the speaking order. The program chairman shall introduce each participant by name in order of the drawing. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation. No props are to be used. Applause shall be withheld until all participants have spoken.
2. A timekeeper(s) shall be designated who will record the time used by each participant in delivering his or her speech, noting undertime or overtime, if any, for which deductions will be made. Time begins when timekeeper announces, "Time begins..." (Participant must wait for time keeper's announcement before beginning speech.)
3. Prior to the event, the subject, content and composition of the manuscripts should be judged and scored by the event judges.
4. At the time of the event, the judges will be seated in different sections of the room in which the event is held. They will score each participant on presentation, using the score sheet provided.
5. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each participant on the ability to answer all questions asked by all judges.
6. When all participants have finished speaking, each judge will total the score for each participant. Then, each judge will determine the final score for each participant by deducting penalty points, if any, based on the timekeeper(s) record.
7. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without any discussion. Then, each judge will be given one opportunity to verbally defend his/her placings. Next, the judges will be allowed to reconsider their placings and make their final decision. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking (score) is the lowest. This is the low point score method of selection. The person in charge of the event will assist by recording the final placings of each judge on the Summary Sheet to determine the winner.

The Summary Sheet should be checked and double-checked before the winners are announced. The decision announced is final! The individual score sheets should be destroyed immediately by the judges; no one else will be allowed to see the score sheets.

## SCORING

The following is an outline of the items to be scored.

### ***Manuscript: (200 points possible)***

Subject is of an agricultural nature  
**Importance and appropriateness of the subject**  
Suitability of the material used  
Accuracy of the statements included  
Evidence of purpose  
Completeness and accuracy of bibliography

Organization of the content  
Unity of thought  
Logical development  
Language used  
Sentence structure  
Accomplishment of purpose-conclusions

### ***Presentation and Questions (800 points possible)***

Voice  
Quality  
Pitch  
Pronunciation  
Articulation  
Force  
Stage Presence

Poise and body posture  
Attitude  
Confidence  
Personality  
Ease before audience

### ***Power of expression***

Fluency  
Emphasis  
Directness  
Sincerity  
Communicative ability  
Conveyance of thought and meaning

## **Response to questions**

Ability to satisfactorily answer questions asked by the judges on the speech, indicating originality, familiarity with subject, and ability to think quickly.

### **General effect**

Extent to which the speech was interesting, understandable, convincing, pleasing, and held attention.

### **Personal appearance (No official dress results in an automatic 40-point deduction.)**

Official Dress for an FFA member includes:

- An official FFA jacket zipped to the top.
- Black slacks and black socks/nylons or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie or official FFA scarf.
- Black dress shoes with closed heel and toe.

Cowboy boots may be considered as dress shoes. Members should use good judgment to ensure boots and shoes are clean.

### **TIEBREAKERS**

Ties will be broken based on the greatest number of low ranks. Participant's low rankings will be counted and the participant with the greatest number of low rankings will be declared the winner. If a tie still exists, the participant with the highest score (highest number of points) on the response to questions will be declared the winner. If a tie still exists, then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

### **REFERENCES**

This list of references is not intended to be inclusive. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

Factual information pertaining to agriculture is available from:

1. United States Department of Agriculture, Washington, DC 20250
2. State Colleges, Research Center and/or Experiment Stations
3. The Superintendent of Documents, U. S. Government Printing Office, Washington, DC 20402.



## **APA FORMAT**

The APA Format should be followed in developing references in the text of the manuscript and the bibliography. The letters “APA” stand for the American Psychological Association. This Association publishes the Publication Manual of the American Psychological Association.

There are numerous Internet sites that provide guides based on this manual. Searching the Internet for the APA Format will produce numerous sites where information can be obtained.

## Prepared Public Speaking LDE Manuscript Rubric

Speaker Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Standards/Indicators	Very strong evidence skill is present	Moderate evidence skill is present	Strong evidence skill is not present	Points Earned	Weight	Total Score
Points possible per indicator	1-0	3-2	5-4			
<b>Manuscript Content and Composition</b>						
<i>Topic relevance: Topic must be of an agricultural nature and/or related to agriculture.</i>	Topic addresses an issue facing the industry of agriculture.	Topic addresses an issue that may show some relationship to the industry of agriculture.	Topic addresses an issue that is unrelated to the industry of agriculture.		x 6	
<i>Persuasive explanation of position on topic</i>	Position clearly stated and ample evidence is provided.	Position is not obvious and evidence is not clearly provided.	Position is not stated and evidence is not provided.		x 8	
<i>Alternative viewpoints recognized</i>	Identifies and counters alternative viewpoints.	Only identifies alternative viewpoints.	Does not identify alternative viewpoints.		x 4	
<i>Logical order and unity of thought</i>	Clearly organized and concise with strong introduction, body, and conclusion layout.	Good organization with few statements out of place or lacking in clear construction.	Little to no organization is present; sometimes awkward and lacking construction..		x 4	
<i>Spelling/grammar (sentence structure, verb agreement, etc.)</i>	Spelling and grammar are extremely high quality with two or less errors in the document.	Spelling and grammar are adequate with three to five errors in the document.	Spelling and grammar are less than adequate with six or more errors in the document.		x 7	
<i>Quality of resources</i>	Resources are from reputable sources.	Resources are from questionable sources.	Resources are unreliable and invalid.		x 6	
<b>Manuscript written according to guidelines</b>	<b>5 points</b>		<b>0 points</b>			
<i>Double-spaced formatted on 8½" x 11" white bond paper with 1" margins</i>					x 1	
<i>12 point Arial or Sans Serif font</i>						
<i>Cover page with speech title, participant's name, chapter, state, and year</i>					x 1	
<i>APA style for references and citations</i>					x 3	
<b>Total Points for Manuscript Content and Composition</b>						

## Prepared Public Speaking LDE Presentation and Questions Rubric

Speaker Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

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

Gross Total Points		_____/1000
Time Penalty (1 point per for second under six (6) minutes or over eight (8) minutes)	1 x _____ # of seconds	_____
Official Dress Penalty** 40 point deduction	1 x 40	_____
Net Total Points		
*This information will be obtained from the timekeeper(s). **See definition of Official Dress for participants		

**Prepared Public Speaking Leadership Development Event**

**Timekeeper's Record Sheet**

<b>Speaker</b>	<b>Time of Speech</b>	<b>Penalty Points*</b>
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	
Speaker No. ____	Minutes    Seconds	

**\*Penalty Points: 1 point per second over 8 minutes or under 6 minutes.  
Any part of a second counts as one second of time.**

## PREPARED PUBLIC SPEAKING LEADERSHIP DEVELOPMENT EVENT

### SUMMARY SHEET

When all speakers have finished, the judges will retire and make their placings (1, 2, 3, etc.) without any discussion. Then, each judge will be given one opportunity to verbally defend his/her placings. Next, the judges will be allowed to reconsider their placings and make their final decision. The judges' rankings of each speaker then shall be added, and the winner will be the speaker whose total ranking (score) is the lowest. This is the low point score method of selection.

The person in charge will assist by recording the final placings of each judge on the Summary Sheet to determine the winners. In case of a tie, ties will be broken based on the greatest number of low ranks. Speakers' low rankings will be counted and the speaker with the greatest number of low rankings will be declared the winner. If a tie still exists, the speaker with the highest score (highest number of points) on the Response to Questions will be declared the winner. If a tie still exists, then the speakers raw scores will be totaled. The speaker with the greatest total of raw points will be declared the winner.

The Summary Sheet should be checked and double-checked before the winners are announced. The decision announced is final! The individual score sheets should be destroyed immediately by the judges; no one else will be allowed to see the score sheets.

Judges	Participants Names and Placing of Participants by Judges (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , etc.)							
	1	2	3	4	5	6	7	8
Judge 1								
Judge 2								
Judge 3								
<b>TOTAL SCORE*</b>								
<b>Final Placing</b>								

**\*TOTAL SCORE:** The Total Score is the sum of the placing given to a speaker by each of the three judges. The low score wins.