



# INTERNATIONAL SPEECH CONTEST

## Virtual Area International Speech Contest Script

(Note: Speech contests are an important part of the Toastmasters educational program. If you are conducting or competing in a virtual speech contest, please be sure to read and follow the current Speech Contest Rulebook. Contestants that progress to the District level will be videotaped at the district contest and may be videotaped at division level contests. This is because the videotaped winning presentation at the district level must be provided to Toastmasters International for judging at regional quarterfinals level and the district must ensure that it is able to successfully videotape the district contest.)

**Online Host and co-Host (Sergeant at Arms):** (Smile, look at the audience via camera then proclaim and brief the audience):

Good (morning/afternoon/evening) fellow Toastmasters and distinguished guests.

Welcome to Area \_\_\_\_\_ International Speech Contest.

Please join me in welcoming our Contest Chair (Area Director)  
[Education level and Name] \_\_\_\_\_. **Use protocol list to introduce dignitaries**

(NOTE: Contestants must arrive before the contest chair is introduced in order to compete in that contest. Contestants who arrive after the contest chair is introduced will not be allowed to compete.)

## International Speech Contest Master.:

Fellow Toastmasters and guests, it is now time for the Area \_\_\_\_\_ International Speech Contest. (You may add a sentence or two about the contest.) Let's hear it for all of the contestants who entered the contest today. (Lead the applause.)

1. Here is a brief explanation of the International Speech Contest procedures:

- All of the contestants are permitted to remain in the room during the contest.
- Please hold your applause until after I introduce each contestant by stating their name, the speech title, the speech title again, and their name again. Then it is time to give the contestant a huge round of applause.
- After each contestant, there will be one minute of silence for the judges to mark their ballots.
- After all speakers have finished, the judges will be given as much time as they need to complete their ballots and have them collected by the Ballot Counters.

1. Following is the speaking order of the contestants:

\_\_\_\_\_. (Give the speaking order slowly and repeat it, as the judges need to write the contestants names on their ballots.)

1<sup>st</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_  
4<sup>th</sup> \_\_\_\_\_  
5<sup>th</sup> \_\_\_\_\_.

2. Now it is time to introduce our Chief Judge, \_\_\_\_\_  
(announce education level and name) to go over the contest  
rules/protocol.

**Chief Judge:**

Thank you, Mister/Madam Contest Master

“Fellow Toastmasters and guests, welcome to the Area \_\_\_\_  
International Speech Contests.”

“Here is a brief explanation of the International Speech Contest  
procedures:

All the contestants are eligible to compete.

Now for the Rules of Common Courtesy:

- No one shall enter or leave the room during the presentation of each contestant. It is during the one-minute of silence between contestants and the concluding period of silence that you are able to leave the room.
- No photographing or videoing of the contestants is allowed while they are speaking, unless they have given advanced approval. This includes the use of cell phones.
- Cell phones and other non-essential electronic devices must be completely silenced.

All the contestants, judges, and contest officials have been fully briefed.

Are there any questions?

“Mister/Madam Contest Master, let the contest begin.” (Return the contest to Contest Master.)

### **International Speech Contest Master:**

*Note: To test each contestant’s microphone just before they speak, the Contest Master should say: “Contestant #1, Test Your Mic. Please say “Ready” to test your Mic”. Contestant replies “Ready” indicating their equipment is working. This does not count towards the timing of the speech. This process will be repeated before each contestant is introduced.*

1. Introduce the first contestant (name, title, title, and name). Lead the applause.
2. When the first contestant is finished, ask for one minute of silence while the judges mark their ballots. (During the minute of silence **lead** the silence. Stand/sit quietly. The audience will take their cue from you. If a contestant needs to set up, they must do so during the minute of silence. When the minute is up don’t say “times up” - just introduce the next contestant.)
3. Introduce the next contestant and repeat the process, with the exception of the last contestant.
4. After the last contestant, give the judges all the time they need to complete their ballots. Judges and ballot counters are moved to the judges breakout room. (Do not say any more than

that. Especially do not give the judges instructions on what to do with their ballots. The judges need silence to mark their ballots. Also, do not ask if all the ballots have been collected. If someone has not finished, it puts pressure on them.)

5. Ballot counters will collect ballots from judges. Then tabulate scores with the chief judge while in the judge's breakout room.
6. When the Ballot Counters have left, the room ask the contestants to come forward. (Lead the silent applause. Ask contestants questions in speaking order.)
7. All participants will receive a participation certificate. Any contestants who are participating in a later contest should then return to their seat and the remaining contestants can be interviewed.
8. Interview the contestants. Ask the following: What made them interested in Toastmasters? How has Toastmasters helped you? If there is time, ask one or two additional questions of each contestant?
9. Contest Master turns the contest over to the Area Director for announcements, contest recognition, and the award presentation for the International Speech Contest. The contest winner will represent the club at the Division Contest. (NOTE: If there are timing disqualifications, all that needs to be said is "There were "x" time disqualifications." If there are none say "There were no time disqualifications." The announcement of contest winners is final unless the list of winners is announced

incorrectly, in which case the Chief Judge, Ballot Counters, or Timers are permitted to immediately interrupt to correct the error.)

Please join me in welcoming our Area Director,

<Education Level> \_\_\_\_\_

<Name> \_\_\_\_\_

**Host/Co-host (Sergeant at Arms):** (When the contest is over, return to the front and proclaim:)

The (area name) International Speech Contest is now officially over.

### **Contest Master (Contestant Briefing)**

Before the International Speech Contest:

Contest Masters meets with the Contest Chair to make sure that all contest officials are available for contest. Contest Master determines the speaking area.

Contest Chair verifies the presence of each contestant by having an online meeting in the contestants briefing break out room with all contestants and briefs the contestants as follows:

- Before the contest, each contestant signs an eligibility form. Then email the signed eligibility form to the contest master. To be eligible, both the member and the club have to be in good standing. Contestants and judges must have completed at least six speeches from the legacy program *Competent Communicator* manual or two *Pathways* levels.
- Contestants must prepare their own speeches and they must be substantially original.
- Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's

content. Any quoted, paraphrased, or referenced content must be identified during the presentation.

- Contestants shall provide the titles of their speeches to the Contest Master.
- Contestants will be asked to remove any identifying badges, etc. which would show the contestants' achievements or club information.
- Contestants and camera: stand/sit in front of camera but NOT close to the camera. Contestants should show from waist up.
- Contestants make sure your room is full of light
- All contestants are permitted to remain in the room during the contest.
- Review the Judge's Guide and Ballot with the contestants.
- Contestants draw for the speaking order. Using playing cards or drawing a number is a good way to do this.
- Contest Master verifies the pronunciation of each contestant's name. Phonetic spelling of each name is recommended.
- Each contestant will be introduced by stating their name, title of their speech, title of their speech again, and their name again.
- Contestants are informed about the speaking area and how to pin the timer to see the timing lights (demo).
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the Chief Judge and/or Contest Master prior to the announcement of the winners. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
- Contestants are advised that decisions of the judges are final and once the announcements are made the decision is also final.
- Ask if there are any questions.

**Chief Judge**  
**(Judges, Timer, Ballot Counters, and Sergeant at Arms Briefing)**

Before the International Speech Contest:

~~Contest Chair determines the speaking area.~~ Contest Chair provides Chief Judge with the contestants' completed and signed eligibility forms.

Meet with the judges and ensure that they meet the following criteria:

- All judges in the club contest must be members in good standing.
- At club contests, a contest chair, chief judge, at least **five** voting judges, a tiebreaking judge, three ballot counters, and two timers shall be appointed, unless impractical.

The Chief Judge will secretly notify the tiebreaking ballot judge and explain how to fill out the ballot. The tiebreaking judge does not attend the briefing of judges. The tiebreaking judge ranks all contestants numerically on a special ballot.

Hand out the ballot forms to the judges and go through the following:

- ~~Each judge should immediately print their name and sign the ballot.~~



- After the Contest Master calls out the speaking order of the contestants, each judge should write the names at the top of the form according to the speaking order.
- Judges will be asked to sit close to the contest area to ensure that they can hear the speaker.
- The judges are not to be concerned about timing as this is handled by the Timers.
- Advise the judges that if the contestant steps outside of the speaking area, they are not disqualified. At the judge's discretion, they may receive fewer points in the delivery portion of the criteria.
- Review the Judge's Guide and Ballot with the judges and explain the criteria:
  - Content 50% - includes speech development, effectiveness and speech value.
  - Delivery 30% - includes physical, voice and manner.
  - Language 20% - includes appropriateness and correctness.
- All speeches must be substantially original. Only the judges and contestants may protest the originality of any speech.
- Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be identified during the presentation.
- Judges will be asked to email his/her first, second, and third place to the Ballot Counters. ~~They will also be asked to ensure that the top portion is not left anywhere that the contestants may see it and to destroy the top portion at the end of the contest.~~
- No ties by judges are allowed. ~~If there is a tie, the ballot will not be counted.~~
- ~~Ballots must be signed and the judges name also printed on them to be counted.~~
- Protest are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the Chief Judge and/or Contest Master prior to the

announcement of the winners. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.

- Contestants are advised that the decisions of the judges are final and once the announcements are made, the decision is final.
- Review the Judge's Code of Ethics with the judges.
- Ask if there are any questions.

Meet with the Timers to ensure that they know how to use the timing device, timing lights, and/or timing cards. Provide Timers with the times for each contest and instruct them how to display the lights. Send an email to the Chief Judge with the timing log. The Timer with the timing device maintains and delivers the record of the completion times to the Chief Judge. The Timer managing the signaling device (lights/cards) ensures that contestants can see the lights at appropriate times. Timing shall begin with the contestant's first verbal or non-verbal communication with the audience. In the event of technical failure of the timing equipment, the speaker is allowed 30 seconds extra overtime before being disqualified. In the event that a contestant goes under or over time, the time is to be circled. Timers are advised that they cannot tell a contestant their time. Only the Chief Judge can tell any contestant their time. ~~The Timing record Sheet will be placed in an envelope and handed to the Chief Judge at the conclusion of the contest.~~

Ballots will be emailed and the ballot counters will return to the judges briefing breakout room. Meet with Ballot Counters to agree upon how to retrieve ballots. Ballot counters signals the Chief Judge on how the number of ballots retrieved. ~~Normally the Ballot Counters hold up their fingers to indicate the number of ballots they have retrieved.~~

After the last contestant speaks, the Ballot Counters collect the ballots. The judges and ballot counters are moved to the judges breakout room. Once they have completed the form they can return to the main room. The Chief Judge collects the tiebreaking ballot and the Time Records Sheet. Once all of the ballots have been collected, the Ballot Counters and the Chief Judge leave the contest area and proceed to the counting room to tabulate the results. Following is the tabulation procedure:

- The Ballot Counters will tabulate the results of the contest using email. ~~Item 1176—Counter’s Tally Sheet.~~
- On the Counter’s Tally Sheet, each contestant receives points for being ranked first, second, or third place on a judge’s ballot. Three points are scored for each first place ranking. Two points are scored for each second place ranking. One point is scored for each third place ranking.
- Once all points are entered, the Ballot Counters compute the total points for each contestant and enter the totals on the bottom of the Tally Sheet.
- Point totals must be verified by all Ballot Counters before results are entered on the sheet.
- Rank contestants on the email according to number of points scored.
- The Chief Judge will then advise if any of the contestants went under or over time. Those contestant(s) score(s) will be marked as disqualified.
- In the event of a tie, the Chief Judge will consult the tiebreaking judge’s ballot.
- The tied contestant who received the highest ranking on the tiebreaking judge’s ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
- Once the results have been tabulated and verified, one of the Ballot Counters records the names of the winners on the

Notification of Contest Winner form, which is then provided to the Contest Host.

- All ballots and the Tally Sheet will be kept by the Chief Judge until after the winners have been announced. After the winners have been announced, the Chief Judge will destroy all ballots, the time record, and the Tally Sheet.

### **Judge's Code of Ethics**

Judges will consciously avoid bias of any kind in selecting first, second, and third place contestants. They will not consider any contestant's club, area, division or district affiliation nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate utmost objectivity.

Judges will not time the speeches and will not consider the possibility of under or over time when judging a contestant's speech.

Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

We hope this information helps your clubs during this challenging time. Please contact our Club and Member Support team at World Headquarters with questions at [clubquality@toastmasters.org](mailto:clubquality@toastmasters.org).