

Prepared Speaking

New for 2018 - 2019

For ILC, appointment times WILL NOT be distributed in hard copy to each competitor; appointment times will be posted on the HOSA App, HOSA website, and at CE Headquarters. Editorial updates and clarifications have been made to guidelines. At ILC, [photo ID](#) must be presented prior to competing.

Purpose To encourage HOSA members to improve their skills in speaking and their ability to organize and present facts (or information) about a topic which is related to a specific theme.

Description Competitors shall develop a speech related to a selected national topic. The topic for the year will be announced at the conclusion of the previous International Leadership Conference (ILC) in June.

2018 - 2019 Topic: *Define Your Purpose*

Dress Code Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#).

- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the division in which they are registered to compete (Middle School, Secondary or Postsecondary/Collegiate).
 2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
 3. All competitors shall report to the site of the event at the time designated for the event orientation. At ILC, [photo ID](#) must be presented prior to competing. Competitors will return at their appointed time and shall be introduced by name, in accordance with [GRR #56](#), to the judges.
 4. Use of index card notes during the speech is permitted. Electronic notecards (on a tablet, smart phone, laptop, etc.) are permitted, but may not be shown to judges.
 5. The prepared speech shall be a maximum of **five (5) minutes** in length.
 6. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining. The competitor will be stopped when the five minutes are up and be dismissed, allowing the judges two (2) minutes to complete the rating sheet.
 7. All competitors shall speak on the same announced topic.
 8. Props may NOT be used.
 9. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
 10. There will be no microphones used for this event.

Competitor Must Provide

- Event guidelines (orientation)
- Watch with second hand (optional)
- Paper or electronic notes (optional)
- [Photo ID](#)

FOR SPECIFICS ON EVENT MANAGEMENT SEE [MANAGING COMPETITIVE EVENTS](#)

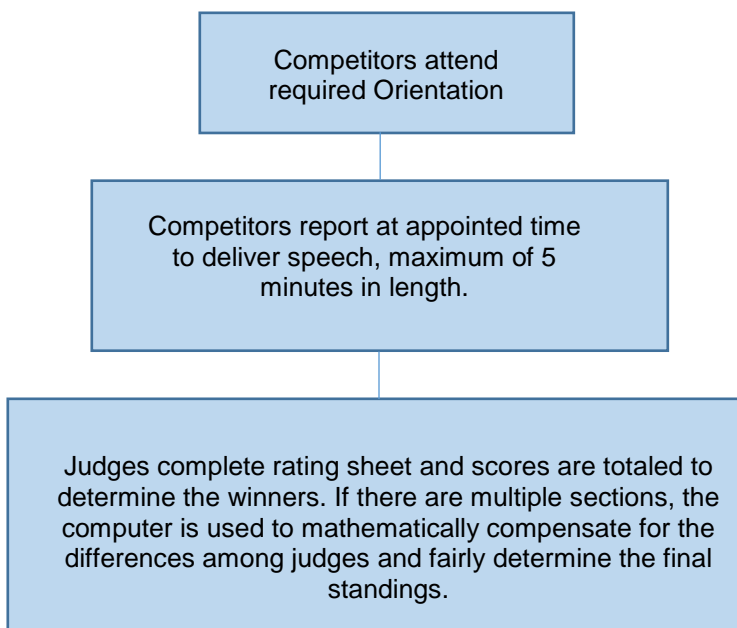
Required Personnel

- One Event Manager
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- One Timekeeper per section
- Two – Three Judges per section
- One-two event assistants per section

Facilities, Equipment and Materials (Per Section)

- Competitive event room with lectern, desk chairs or table and chairs for judges. (see [HOSA Room Set](#))
- Competitor list for check-in
- Event topic card-one per judge
- Rating sheets – one per judge per competitor
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils (for judges & evaluations)
- Stopwatch
- Flash card for 1 minute remaining
- Clipboards for evaluations (optional)
- Copy of guidelines for judges
- Hand Sanitizer (alcohol based handrub)

Event Flow Chart



PREPARED SPEAKING JUDGE'S RATING SHEET

Section # _____ Division: _____ MS _____ SS _____ PS/Collegiate

Competitor # _____ Judge Signature _____

Items Evaluated	Points Possible						Points Awarded
	Superior -----Poor						
No partial points are given in Section A. All four items must be completed to receive 40 points. If any portion is missing, Section A is scored a 0.							
A. Points for following guidelines <input type="checkbox"/> Speech does not exceed 5 minutes <input type="checkbox"/> Props are not used <input type="checkbox"/> Nothing shown to judges <input type="checkbox"/> Speech is on annual topic	40						
B. Content	10	8	6	4	2	0	
1. Appropriate to the Conference Theme	10	8	6	4	2	0	
2. Coverage of Topic	10	8	6	4	2	0	
3. Clear focus and point of view	10	8	6	4	2	0	
4. Impact – strong and meaningful message	5	4	3	2	1	0	
C. Organization	10	8	6	4	2	0	
1. Opening	10	8	6	4	2	0	
2. Cohesion of Body of Speech	10	8	6	4	2	0	
3. Closing	10	8	6	4	2	0	
D. Delivery	10	8	6	4	2	0	
1. Voice (pitch, tempo, quality)	10	8	6	4	2	0	
2. Stage Presence (Appearance, poise, posture, eye contact)	10	8	6	4	2	0	
3. Diction* and Pronunciation**	5	4	3	2	1	0	
4. Grammar	5	4	3	2	1	0	
Total Points	135 ----- 0						

* Definition of Diction – Choice of words especially with regard to correctness, clearness, and effectiveness.

** Definition of Pronunciation – Act or manner of uttering officially