

4 WAY TEST  
SPEECH CONTEST  
MANUAL

**FOR CLUBS**

DISTRICT 7450  
2019-2020

**ABSTRACT**

Everything you need to know to  
initiate and conduct a successful  
4 Way Test Speech Contest for  
your club



## 4 Way Test Speech Contest Rationale

1. Promote critical thinking and ethical decision making among high school students.
2. Provide a forum for high school students to showcase issues that they care about.
3. Allow high school students to practice their public speaking skills
4. Encourage scholarship and academic research.
5. Gain exposure for Rotary and the local club among the youth and school personnel.
6. Afford an opportunity to invite prominent community and business leaders to participate in a club project and increase their awareness of Rotary, the club, and what we do.
7. Increase Rotary awareness in the community by hosting the parents of the student speakers.
8. Give the club an opportunity to promote a worthwhile project and itself in the local newspaper and other media outlets
9. Encourage interaction of the Rotary Club with students in schools where the Club sponsors an Interact Club, and/or to expand the Club's interaction with the student body in schools where they may not yet sponsor an Interact club. All students should be encouraged to participate, regardless of their affiliation with Interact.
10. Engage club members to participate as judges, timekeeper, teller and chair of the project.
11. Partner with a local business, such as a law firm, bank, or accounting firm that may wish to sponsor a project that promotes ethical decision making.

## **Important Dates and Timeline for Participating Clubs**

### **October through November 2019**

- Appoint a club member to chair the contest
- Determine prizes for club contestants
- Discuss the contest with appropriate coordinating teacher or administrator (school facilitator) at each school in your area.
- Supply posters and brochures to the school contact person
- Be prepared to make a presentation to the school and students about the contest; ask one of the regional or district coordinators to accompany you
- Make sure the appropriate faculty member or administrator has a copy of the Contest Rules and
- Schedule Club Contest to occur ideally before April 1st 2020
- Student Entry Forms

### **January 2020**

- ✓ Confirm with the schools the number of student participants (no more than 6 for a club contest is recommended).
- ✓ Prepare club level certificates, plaques, trophies, etc., at club option, for students
- ✓ Publish club level contest date in club bulletin and encourage high attendance
- ✓ Identify 3 judges, a teller and a timekeeper
- ✓ Arrange newspaper coverage
- ✓ Confirm student and parental attendance either with the school facilitator or directly with the student (if applicable).
- ✓ Make sure the student and family understand that the winner of the club contest must be available to participate in the regional and final competitions

### **One week before the contest**

- ✓ Confirm that the judges, teller, and timekeeper will be present and understand their instructions and have received their score sheets for review .
- ✓ Confirm newspaper coverage.

### **The Day of the Contest**

- ✓ Arrange seating for contestants and guests
- ✓ Greet the contestants and their families and guests (if Applicable)
- ✓ Have prepared a method of randomly determining order of speakers, e.g., drawing cards or numbered slips from a hat

**Immediately after the contest, forward the biography of your winner to your regional coordinator as that student will advance to the regional semi-final competition.**

For the top contestant, complete and mail Semi-final Registration form and the \$75 per entrant club fee by **April 3rd, 2020**.

**Mailing Address: 4WTSC P.O. Box 125 Chester Heights, PA 19017**

The regional Semi-final Round will be held on a **Saturday Morning** at a venue to be To Be Determined, on the **18<sup>th</sup> of April 2020**.

The Final speech presentation and award ceremony for the District 7450 speech competition will be held **May 16th, 2020** in the early afternoon at the District Conference held at the

**Elmwood Park Zoo**

**1661 Harding Blvd, Norristown, PA 19401, United States**

## Communicating with the School

A positive initial contact with either the school principal or designee is critical to the success of the speech contest in the school. Use the following script, especially if this is the first year of school contact or participation, which has been prepared with the advice of a “school insider” in order to present the speech contest in terms relevant to an educator.

### **Some points to consider during the conversation with the school official:**

Does the school offer a public speaking class?

Would this contest fit as a special program within the school’s Gifted Program?

Could this be part of a Career Education program as it related to goal setting, critical thinking, and decision making?

Could participation and winning in this contest be a positive point in a student’s resumé?

Does this contest have a place in English, psychology, sociology, drama or speech classes?

### **Suggested Script for school discussion;**

(The objective is to schedule a time to meet and start building a person to person relationship, not to explain the entire program on the phone).

“Good morning/afternoon Mr./Ms. (Principal or designee),

My name is.....and I am a member of the Rotary club of.....

During the last several years Rotary Clubs in our district have been partnering with many of our schools to offer a program which challenges students to develop their critical thinking and ethical decision making skills.

This program has gotten great reviews from teachers, students and parents and has turned out to be a good way to strengthen the ties between the school and the local business community.

Is there a good time this week or next that we could meet to find out where this program might best fit in your school? I will have more detailed information with me and will also be able to answer your questions.”

### ***“Can you tell me a little more about it?”***

“Absolutely. The program engages students in grades 9 thru 12. Students are challenged to identify a subject or issue that they are passionate about and to adopt a point of view of which they seek to persuade others. In doing so they are required to answer the following questions:

1. Is it the Truth?

2. Is it Fair to all concerned?

3. Will it build Goodwill and better Friendships?

4. Will it be Beneficial to all concerned? Students develop an essay and are given the opportunity to deliver it in a 5-7 minute speech in a local speech contest. The contests may provide cash prizes and recognition as well as the ability to advance to Regional contests to compete with students from other school districts.

Is there a convenient time that we could meet to see where this might best fit in your school?”

## Suggested responses to possible objections:

***“We already have a speech competition that students can participate in.”***

That’s great! We are finding that schools that already offer public speaking courses or competitions are the biggest supporters of our program and use it to reach an additional target audience among their students. Some examples of this are Career Education and Work Standards, Resume building and College exploration, Theatre and acting, as an add-on to the Gifted program and as part of Psychology or Sociology and English classes to nurture communication and presentation skills.

***“I am not sure where this would fit in our school. I will have to get back to you.”***

Sure. If I may – could I give you some examples of how other schools use this program? We are finding that schools that already offer public speaking courses or competitions are the biggest supporters of our program and use it to reach an additional target audience among their students. Some examples of this are Career Education and Work Standards, Resume building and College exploration, Theatre and acting, as an add-on to the Gifted program and as part of Psychology or Sociology and English classes to nurture communication and presentation skills.

***“The class curriculums have already been finalized”.***

I understand and that’s why some schools initially offer this program to students as a completely voluntary opportunity outside of normal school hours. The school’s involvement can be limited to helping us get the word out with some posters and brochures. Even so the schools may benefit from the publicity surrounding the contests.

## **Contest Personnel Defined**

### **School Facilitator**

A School Facilitator is either a school faculty member or administrator who is the liaison with the local Rotary Contest Chair. The School Facilitator takes an active role in recruiting students and preparing them for the contest by reviewing the rules and dates of the contest with the students. If needed, the School Facilitator would be in charge of an in-school run-off contest in order to reduce the number of Club contestants to six.

### **Students/Contestants**

Contestants must be in grade 9-12 at a public, private, charter or parochial school or is home-schooled in the club's geographic area.

### **Judges**

The Judges should possess relevant qualifications that would allow them to assess student speakers. Examples of judges include educators, lawyers, toastmasters and other professionals or business people who are used to and feel comfortable with public speaking.

### **Timekeeper**

The Timekeeper is typically a club member who feels comfortable operating an electronic stopwatch such as those typically found today on a smart phone. The Timekeeper will be positioned front and center during the contest and will use a hand signal to indicate the 5 minute mark to the speaker.

### **Teller**

The Teller is responsible for collecting the Judges' scoring sheets along with the Timekeeper record. The Teller will then tabulate and calculate the overall scores and determine the finish order of the contestants.

## Sample Club Level Contest Agenda

1. Once contestants have arrived, have them draw a number from a box to determine their speaking order.

2. The Master of Ceremonies of the contest may make the following announcements at the beginning, but you may wish to make them between the speeches, when the judges will need a moment or two to finish marking their score sheets:

- The topic of each contestant's speech has been chosen by each contestant. The purpose of the speech is to address an ethical problem using the principles of Rotary's 4-Way Test:

Of the things we think, say or do:

- First: Is it the truth?
- Second: Is it fair to all concerned?
- Third: Will it build goodwill and better friendships?
- Fourth: Will it be beneficial to all concerned?
- Speeches must be at least 5 minutes but no more than 7 minutes in length. Penalty points are assessed if a speech is too long or too short.
- Our Top winner today will advance to the Regional Semi-Final round on April 18th, 2020. Significant cash prizes will be awarded (dependent on the number of Participants). The top regional semi-final contestant(s) will advance to the District Finals.
- The winner(s) of the semi-final rounds will also present his or her speech to the Rotary District 7450 Annual Conference on **May 16th, 2020**
- Ask for quiet for all speakers. No one should enter or exit during a speech. Food servers should refrain from serving or bussing during a speech

3. The Master of Ceremonies should explain that each speaker will be introduced by NUMBER ONLY with no mention of names or school affiliation (if more than one school is represented) until all contestants have given their speeches. Also explain that polite applause at the conclusion of each speech is permissible, but responses beyond this are discouraged so that judges are not unduly influenced by the audience. Also note that there will be silence between speakers to allow the judges an opportunity to tabulate their scores. Do not point out the judges or timekeeper before the contest.

4. After the last contestant has spoken, invite the judges and the teller to leave the room to tally the points and rank the speakers.



## **Judges' Instructions**

### **General**

Judges and the teller will seat themselves apart from each other and not communicate about their evaluations of speakers until after the final awards have been made.

Each speaker will be awarded points in the three categories listed below. Record points immediately after each speech. The contest Chair will ask the judges if they are ready before calling the next speaker.

Columns should be added and rankings computed after all speeches have been given and the judges have left the room.

### **Judging Criteria**

Judging will be based on a 100-point system, broken down into three categories as follows:

1. Content—44 points
2. Organization—24 points
3. Delivery—32 points

### **Judging Procedures**

Judges will total points for each speaker on their individual scoring sheets, subtract penalty points (if any) and enter net points.

The winner of the contest will be decided. The contestant with the highest total of net points on the judge's scoring sheets will be declared the winner, and so on. If a tie exists, the tie-breaker will be **a vote of the judges**. The contestant receiving a majority vote of the (three) judges will be declared the winner and the judges' decision will be final.

## Additional Reference Documents

- Judge's Scoring Tally Rotary Four Way Test Contest (for Teller)
- 4way test Judges Scoring Sheet V2.3 Sep 2019
- 4WTSC 2019-20 District 7450 Club Entry Form
- 4WTSC Rules District 7450 2020 V3.0
- History of The Four Way Test
- 4WTSC 2020 District 7450 Semi-Finals Registration Form
- 4WTSC 2019-2020 District 7450 Club Entry Form Sept 2019 V 3.0