

Judge's Orientation Package

Dear Presentations Judge,

Thank you for volunteering to judge at our 4-H Presentations Competition. Please review the following important information:

Name of Competition:	
Date:	
Location:	
Start Time:	

Please arrive at _____ a.m. / p.m. (time) so that you can meet with the other judges and we can review the procedures before the competition.

I have enclosed the 4-H presentations judge's guide for your information. It includes rules, criteria and how to score presentations. Please read through it completely as it provides information to help you with the judging process.

If you have any questions, please call _____
(Contact name)

at (_____) _____.
(Phone number)

Thanks again. I look forward to seeing you at the competition.

Sincerely,

(Signature)

On behalf of the
Competition Organizing
Committee

4-H Presentation Philosophy

Presentations are an individual or team development experience. The speaker's own growth, measured against their own previous experience and accomplishments is the most important feature of the program. Although the 4-H structure does identify "winners" in the competition, the primary objective is to develop strong communication skills in individual members.

Confident, responsible self-expression is a goal of the communication program. Presentations help members to organize and present ideas, opinions and information, in a logical and persuasive manner. They are building confidence in self-expression. They are taking responsibility for the most important skill of adult life - communication.

Judging their efforts provides valuable guidance to these young speakers. Judges' comments reinforce and reward their efforts. An unbiased observer can identify strengths and pinpoint areas needing attention. Judging speeds growth and development by presenting a clear, honest reflection to the speaker.

Judging Criteria

Competition organizers will provide 4-H score sheets for you (a sample has been included in this booklet). When judging a presentation, points are awarded for five different categories. The total number of possible points is out of 100 points. The components, general guidelines and point breakdown for each category are listed below:

1. Topic - 15 points

- As a result of seeing this presentation you should have acquired knowledge or information. It may be how to make chocolate chip cookies, or it may be how to recognize a round worm and using information about the life cycle to prevent infestation.
- The topic should be suited to the contestant's knowledge, age and experience.
- Research should be evident and the information should be accurate and up-to-date with the references stated. The amount of research will differ from one age category to the next. More research is expected from Senior presenters than from Junior or Intermediate presenters.

2. Structure - 25 points

- The presentation must be properly structured with an introduction, body and summary. The points should be presented in a logical sequence, following the procedure step by step.
- The introduction should catch the audience's attention. Presenter(s) should clearly state the topic and objective of the presentation. Each speaker is required to greet his or her listeners in some form, but there is no required form or length of salutation.
- The body is where the message is delivered and should take about 4/5 of the total time. Visual aids and speech should be coordinated.
- The summary should review all of the contents of the presentation in a tidy, concise manner. The main points should be stressed. No new information should be introduced in the summary. The speaker should conclude his/her presentation by asking, "Are there any questions?"
- Presenters are taught not to say thank you at the end of a presentation, as they are to think of it as a gift to the audience. However, points will not be docked for those who do conclude by saying thank you.

3. Workmanship - 25 points

- The presenter may select any type of visual aid appropriate to the setting such as models, actual objects, posters, display boards, pictures, PowerPoint presentations, handouts or videotapes. Inappropriate visual aids include live animals or potentially hazardous materials, such as open flames. The presentation area should be neat and organized.
- Evaluation should be on how well the presenters use their visual aids in delivering their message. The purpose of a visual aid is to enhance the message within the presentation, not overwhelm or dramatize it.
- Narration and manipulation of visual aids should be well coordinated. When judging a team presentation, narration and work should be divided evenly between team members.

- Visual aids must be easily accessible and clearly visible to all members of the audience. Visual aid effectiveness should be taken into consideration. Is the print large enough to read? Is the writing legible? Is the information concise and not overly 'wordy'? Is the choice of font (type and colour) and background colour easy to read and aesthetically pleasing? Is the model big enough to see from the back of the room?

4. Presentation - 25 points

- The presenter should show confidence, smile and be friendly towards the audience, exhibiting interest and enthusiasm for the presentation.
- Eye contact is important in communicating a message and the presenter should look at the audience in each section of the room.
- The use of cue cards is optional. The presenter should not rely too heavily on notes or sound too memorized. Microphone and podium use is also optional.
- The presenter should maintain good posture and should not sway on his/her feet.
- His/her voice should be expressive and easily heard. Words should be pronounced so that each syllable is distinct. Correct grammar is important. Occasional slang expressions may be appropriate if they add to the impact of the presentation.
- If a presentation is done by a team, each person on the team should share equally in the speaking and the 'doing'.
- The presenter should be neat and tidy in appearance. Presenters may decide to wear club uniforms or attire reflecting their presentation topic. Their clothing should be appropriate to the topic of their presentation. Remember that the presenter's appearance is also a visual aid and should not overwhelm or dramatize the presentation.

5. Question - 10 points

- At the end of the presentation the presenter(s) will ask the judges if they have a question. Members are encouraged to repeat each question before they respond.
- Judges will ask only ONE question at the conclusion of the presentation. This question will be scored and no other questions will be asked.

Suitable types of questions (not covered in the presentation) could include:

- ☒ What is the most important safety concern while doing _____?
- ☒ What type of equipment would a beginner need to get in to _____?
- ☒ How could you include the whole family in _____?
- ☒ Are there any clubs or organizations for _____?
- ☒ Are there career options for _____?
- ☒ What is the history of _____ in Canada?
- ☒ How would you adapt _____ for someone with a disability?

In the event of a tie the judges will be required to ask a generic question individually to the tied presenters.

Examples of generic tiebreaker questions...

- What were the reasons behind the choosing of your topic?
- What was the hardest part about putting your presentation together?
- What sort of preparation time did your presentation require?

4-H Presentations Comment Sheet

Title: _____

Name(s): _____

Criteria	E	VG	G	F	Comments
Topic (15%) <ul style="list-style-type: none"> Relayed knowledge/information Information accurate and research evident Suitable for presenter's age and experience 					
Structure (25%) <ul style="list-style-type: none"> Introduction defined objective and gained the audience attention Introduction, body and summary were clear Allocation of time spent on introduction, body and summary Points presented in a logical sequence Summarized the key points 					
Workmanship (25%) <ul style="list-style-type: none"> Smooth coordination of work and narration Organization of working area and equipment Visual aids seen by audience Effective use of visual aids Distribution of work/narration between team members 					
Presentation (25%) <ul style="list-style-type: none"> Level of confidence, interest and enthusiasm Voice projection, clarity and inflection Correct grammar Use of eye contact Appearance 					
Question (10%) <ul style="list-style-type: none"> Ability to answer judges' question 					

Judge's Signature: _____ Date: _____

Time Used: _____ Time Faults: _____

4-H Presentations Comment Sheet

Title: ATV Safety Starts With You

Name(s): Jane Smith and John Smith

Criteria	E	VG	G	F	Comments
Topic (15%) <ul style="list-style-type: none"> Relayed knowledge/information Information accurate and research evident Suitable for presenter's age and experience 	✓				* This was an excellent topic choice for a senior level presentation * Well researched
Structure (25%) <ul style="list-style-type: none"> Introduction defined objective and gained the audience attention Introduction, body and summary were clear Allocation of time spent on introduction, body and summary Points presented in a logical sequence Summarized the key points 	✓	✓		✓	* Imaginative and unique intro, you definitely caught the audience's attention. * Body of presentation well developed. * More time needed to summarize your presentation. focus on your main points
Workmanship (25%) <ul style="list-style-type: none"> Smooth coordination of work and narration Organization of working area and equipment Visual aids seen by audience Effective use of visual aids Distribution of work/narration between team members 	✓			✓	* Ensure your partner has stopped talking before you move on to the next point. * Realistic visual aids! Very impressive. * With two people, the talking should be roughly divided in half.
Presentation (25%) <ul style="list-style-type: none"> Level of confidence, interest and enthusiasm Voice projection, clarity and inflection Correct grammar Use of eye contact Appearance 	✓	✓	✓	✓	* Voices and hand gestures seemed natural and not forced. * One of your signs said "their" when I think you meant "there". * Clever clothing ideas to show layering!
Question (10%) <ul style="list-style-type: none"> Ability to answer judges' question 	✓				* Well answered but a greater emphasis on the local or Alberta ATV clubs you mentioned might have been more useful to this audience.

Judge's Signature: Jenell Ferris Date: Jan 1 2020

Check the back of this page for time faults and penalties

4-H Presentations Score Sheet

Name: _____

	Maximum Points						
Topic <ul style="list-style-type: none"> Presenter relayed knowledge or information Information accurate and research evident Suitable for presenter's age and experience 	15						
Structure <ul style="list-style-type: none"> Introduction defined and gained audience attention Introduction, body and summary were clear Good allocation of time on introduction, body and summary Points presented in a logical sequence Summarized the key points 	25						
Workmanship <ul style="list-style-type: none"> Smooth coordination of work and narration Organization of working area and equipment Items appropriately labelled Visual aids easily seen by audience Effective use of visual aids Distribution of work/narration between team members 	25						
Presentation <ul style="list-style-type: none"> Level of confidence, interest and enthusiasm Voice projection, clarity and inflection Correct use of grammar Use of eye contact Appearance: neat and tidy, dressed appropriately 	25						
Questions <ul style="list-style-type: none"> Ability to answer judges' question 	10						
Presentation Score		100					
Minus Time Faults							
Minus Penalties							
Presentation Total		100					

**Note: This sheet is a guide to help you with the judging process and does not have to be filled out completely. However, you must rank each speaker and transfer the rankings onto the placings sheet. Give only the placings sheet to the teller and destroy this sheet.

4-H Presentations Placings Sheet

Cut this sheet into three strips and give one to each judge

Organizers – Please write the names of the teams/individual presenters in the same order they appear on the score sheet

Judges Placings

Rank the presenters in the order they placed (1st, 2nd, 3rd, etc.) as you have recorded on your score sheet. Names have been provided in the order they appear on your score sheet.

Presenter's Name	Rank

Judges Placings

Rank the presenters in the order they placed (1st, 2nd, 3rd, etc.) as you have recorded on your score sheet. Names have been provided in the order they appear on your score sheet.

Presenter's Name	Rank

Judges Placings

Rank the presenters in the order they placed (1st, 2nd, 3rd, etc.) as you have recorded on your score sheet. Names have been provided in the order they appear on your score sheet.

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