

**Tennessee FFA Association**

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**Prepared Public  
Speaking  
Handbook**

**2017-2021**

## **Purpose**

*The Tennessee FFA Prepared Public Speaking Leadership Development Event is designed to develop agricultural leadership, communication skills and promote interest in leadership and citizenship by providing member participation in agricultural public speaking activities.*

## **Event Rules**

- The Tennessee FFA Prepared Public Speaking Leadership Development Event will be limited to the top two placing participants from each grand region.
- FFA Official Dress is required for this event.
- Each participant's manuscript will be the result of his or her own efforts. It is expected that the participant will take advantage of all available training facilities at his or her local school in developing his or her speaking ability. Facts and working data may be secured from any source but must be appropriately documented.
- Participants will report to the orientation meeting for instructions at the time and place shown in the current year's schedule of events.
- Three to eight competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural background.

## **Event Format**

### **MANUSCRIPT**

Manuscripts are to be emailed or uploaded in PDF format to designated Tennessee FFA State Staff by the designated deadline on TNFFA.org. A penalty of 20 points (10 percent of available manuscript points) will be assessed by the judges scoring the manuscripts for any late submissions.

Manuscript requirements:

- Formatted to 8 1/2" x 11" double spaced with a 1" margin
- Cover page including the speech title, participant's name, state and year
- Font size must be 12 point using a serif (Times New Roman, Cambria, etc.) or sans serif font (Ariel, Calibri, etc.)
- Follow the most current APA style guide for developing a reference list and in text citations.
- Manuscripts not meeting these guidelines will be penalized.

A complete and accurate reference list should be included in manuscript. All participants in the Tennessee 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.

## **SUBJECTS**

Participants may choose any current subject of an agricultural nature for their speeches.

This may include the areas of agribusiness, animal systems, plant systems, environmental services, food products and processing, natural resource systems and power, structural and technical systems.

Official judges of the Tennessee FFA Prepared Public Speaking Leadership Development Event shall disqualify a participant if he or she speaks on a non-agricultural subject.

## **TIME LIMIT**

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

## **Scoring**

Prior to the event, the content and composition of all manuscripts will be individually scored without collaboration by three to four qualified individuals using the manuscript rubric. Manuscript scores will be averaged and supplied to the presentation judges after they have scored the oral presentation. The average manuscript score along with manuscript comments will be mailed to participants at the conclusion of the event.

Presentation judges will be furnished with copies of the participants' manuscripts, which they will use to formulate questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided.

Event officials will randomly determine the speaking order and ensure that prior to giving the speech, each speaker is properly introduced. 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.

A designated timekeeper will record the time used by each participant in delivering his or her speech, noting under time or over time, if any, for which deductions will be made.

At the time of the event, each judge without collaboration with others will use the official rubric to score each participant on the delivery of the speech. They will also complete a judge's comment card which will be presented to the participant at the awards function.

Each judge will ask questions at the conclusion of the oral presentation of the speech. Judges will score each participant on the ability to answer all questions asked by judges. The full five minutes for questions should be used.

When all participants have finished speaking, each judge will total the score on composition, delivery and response to questions for each participant. The timekeeper(s) record along with the manuscript score will be used in computing the final score after the presentation and response to questions have been scored. Again, each judge without collaboration with others will rank participants based on the scores. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.

The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placing will be determined in the same manner (low rank method of selection).

<b>Manuscript</b>	<b>200</b>
<b>Presentation</b>	<b>500</b>
<b>Response to Questions</b>	<b>300</b>
<b>TOTAL POINTS</b>	<b>1,000</b>

## **TIEBREAKERS**

Ties will be broken based on the greatest number of low ranks. Participants' low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, the event superintendent will rank the participants' response to questions. The participant with the lowest rank from the response to question will be declared the winner.

If a tie still exists, the participants' 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 all inclusive.*

Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. Make sure to use discretion when selecting website references by only using reputable, proven sites. The following list contains references that may prove helpful during event preparation. The most current edition of resources should be used.

Past CDE materials, finals hall footage and other resources are available on FFA.org.

- National FFA Core Catalog: DEVELOPING GREAT SPEECHES GUIDE
- APA Style Guide (most current edition) – [www.apastyle.org](http://www.apastyle.org)
- Speak Well, latest edition, Liz O'Brien, McGraw-Hill Higher Education
- Purdue's Online Writing Lab – APA Formatting Guide:  
<https://owl.english.purdue.edu/owl/resource/560/01/>

# Manuscript Content and Composition Rubric

200 points

NAME				MEMBER NUMBER		
CHAPTER				STATE		
INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Strong evidence of skill is not present 1-0 points	Points Earned	Weight	Total Points
Topic relevance	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	
Persuasive explanation of position on topic	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.		x8	
Alternative viewpoints recognized	Identifies and counters alternative viewpoints.	Only identifies alternate viewpoints.	Does not identify alternate viewpoints.		x 4	
Logical order and unity of thought	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	
Spelling/grammar (sentence structure, verb agreement, etc.).	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	
Quality of resources	Resources are from reputable sources.	Resources are from questionable sources.	Resources are unreliable and invalid.		x 6	
Manuscript written according to guidelines	<b>5 points</b>		<b>0 points</b>			
Double-spaced formatted to 8½" x 11" with 1" margins 12 point serif (Times new roman, Cambria, etc.) or sans serif font (Ariel, Calibri, etc.)					x 1	
Cover page with speech title, participant's name, state and year					x 1	
APA style for references and citations					x 3	
<b>TOTAL POINTS</b>						

# Presentation and Questions Rubric

800 points

NAME				MEMBER NUMBER		
CHAPTER			STATE			
INDICATORS	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Strong evidence of skill is not present 1-0 points	Points Earned	Weight	Total Score
<b>Oral Communication and non-verbal communication</b>						
<b>Supporting evidence</b>	Examples (stories, statistics, etc.) are vivid, precise and clearly explained.	Examples are usually concrete and sometimes need clarification.	Examples are sometimes confusing leaving the listeners with questions.		x 15	
<b>Persuasive use of evidence</b>	Exemplary use of evidence to persuade listeners.	Sufficient use of evidence to persuade listeners.	Has difficulty using evidence to persuade listeners.		x 15	
<b>Pace</b>	Speaks very articulately at rate that engages audience.	Speaks articulately but occasionally speaks too fast or has long unnecessary hesitations.	Speaks too slow or too fast to engage audience.		x 15	
<b>Command of audience</b>	Speaker uses appropriate emphasis and tone to captivate audience.	Speaker presents speech as mere repeating of facts and speech comes across as a report.	Speaker lacks enthusiasm and power to engage audience.		x 20	
<b>Eye contact</b>	Constantly looks at the entire audience (90 to 100 percent of the time).	Mostly looks around the audience (60 to 80 percent of the time).	Occasionally looks at someone or some groups (less than 50 percent of the time).		x 10	
<b>Mannerisms and gestures</b>	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	
<b>Poise</b>	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>						
<b>Response to questions</b>	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	
<b>Knowledge of topic</b>	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 subject and lacks evidence.		x 40	
<b>TOTAL</b>						