

# ORGANIZING A 4-WAY TEST PUBLIC SPEAKING CONTEST

By Caryl Lynn Cusick - 2002 edition

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The following outline and sample forms are designed to facilitate your setting up a 4-Way Test Public Speaking Contest in your community's schools.

## 1. SEND ANNOUNCEMENT TO SPEECH AND ENGLISH TEACHERS AT ALL AREA HIGH SCHOOLS ANNOUNCING CONTEST. Include the following information:

### A. WHO IS ELIGIBLE TO COMPETE

1. Any high school Freshman, Sophomore, Junior or Senior except a student who has placed among the top 3 winners of a previous 4-Way Test Public Speaking Contest.

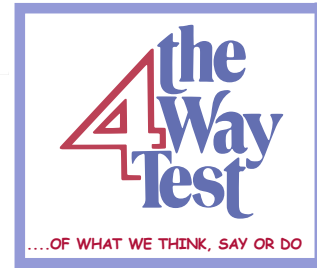
### B. RULES OF SPEECH

1. Subject: Applying The 4-Way Test in Our Everyday Relationships with Other People.

2. Delivery: The speech should not be given from memory, but it should not be read.

3. Length of Speech: The speech should be no less than 5 minutes in length nor more than 7 minutes, or it is automatically disqualified.

4. Speech Content: The speech given by each contestant must be original in content and preferably relate applying The 4-Way Test as much as possible to the lives of the age group of the contestant.



C. **COPY OF THE 4-WAY TEST** of what we think, say or do

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?

D. **COPY OF JUDGES' FORMAT**



1. See Sample Form A.

E. **COMPETITION PROCEDURES**

1. Each high school will choose from among its students one student to represent the school in the semi-final regional competition. (It is suggested that you establish no more than 3 regions.)

2. The top winners in regional semifinal competition will compete at the final competition with other regional winners.

3. At the final competition, 1st, 2nd and 3rd place awards will be given.

4. At both the regional and final competitions, 3 judges will preside. These judges should be people prominent in your community. It is recommended that they be recognized in the public speaking field. (For example, a TV anchorperson, radio personality, politician, etc.)

F. **PRIZES**

1. Trophy awards should be distributed to each of the three winners at the regional level.

2. In addition to the trophies awarded to the 1st, 2nd and 3rd place winners at the final competition, it is suggested that a cash award be presented.



- a. Perhaps, 1st Place \$250, 2nd Place \$150, 3rd Place \$75.



3. The 1st Place winner might also receive a trophy to be permanently placed among his or her high school's trophies, with the name of the school engraved upon it.

### G. DATES AND LOCATIONS OF SEMI-FINAL AND FINAL COMPETITIONS

1. Include a list of which high schools will be competing in each region along with date, location and time of regional semi-final competitions as well as the final competition.



2. If final competition is combined with a luncheon, this should be noted. Competitors' luncheons should be free. (The organization sponsoring the contest can arrange for this.)

### H. WINNER OBLIGATIONS



1. If you will require the winner to give his or her speech at subsequent events, these should be noted so that all contestants are aware of their obligation, should they win.

### I. REGISTRATION FORM

1. A registration form to be filled out by the contestant from each high school should be included.

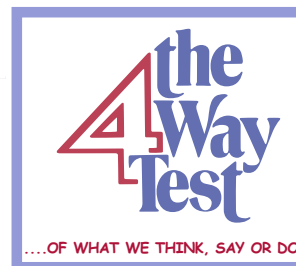
2. See Sample Form C.

J. ADDITIONAL INFORMATION AND BACKGROUND ON THE 4-WAY TEST AVAILABLE ON WEBSITE [4waytest.org](http://4waytest.org).

## II. CONTEST PROCEDURES

### A. PEOPLE AND MATERIALS NEEDED

1. 3 Judges
2. Tally Person for judges' score sheets.
3. Official Time Person with stop watch



4. Contestant Organizer to announce contestant's number as he or she approaches podium and to make sure all contestants are available when their time to speak comes.

5. Podium

6. Score Sheets for judges.

7. Stop watch

8. Composite Score Sheets (See Sample Form B)

9. Registrar at Registration Desk

a. Registrar needs registration cards filed alphabetically and a general information sheet for contestants.

10. Registration Cards

11. General Information Sheets (See Sample Form C)

## B. CONTEST SETUP

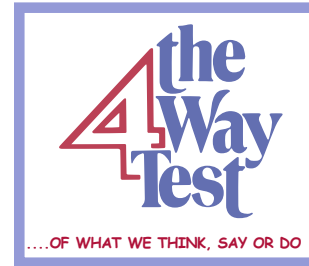
1. Each contestant should report to the Registration Desk where the registrar will have on file alphabetically his or her registration card. The registrar assigns each contestant a number indicating his or her speaking order. Contestants should also receive General Information Sheets (See Sample Form D).

2. The registrar arranges the registration cards in numerical order for use by the contest organizer. A list of the contestants' names in numerical order is also supplied to the tallier.

3. Contestants are identified *by number only* to the judges.

4. Only the speaker and next speaker should be in the room with the judges at one time. All others should remain outside the speaking area.

5. Tallier enters contestant's number on 3 Score Sheets immediately before the contestant speaks and gives these same score sheets to the judges. *Immediately following the contestant's speech, before the next con-*



testant speaks, the tallier picks up the completed score sheets from the judges and gives to them the next contestant's score sheets. The tallier immediately begins recording a composite score of the judges sheets on a composite score sheet for the previous contestant. From these composite score sheets the 3 semi-final winners will be determined and trophies presented. *The composite score sheets should have the contestant's name and school along with his or her number.* (See Sample Form B.)

6. The same procedure is followed at the final competition, except that the 3 finalists' numbers are announced with no placement given. At the luncheon meeting the 3 finalists again give their speeches by number called. The judges again fill out a score sheet for each contestant. The tallier determines the composite score of each of the 3 finalists and 1st, 2nd and 3rd place winners are announced. In case of a tie, the higher award is given to both or all of the contestants.

7. It is important that the judges understand *the criteria by which they are judging each contestant is THE SCORE SHEET.* The judges will need a few minutes after each contestant has spoken to fill out the score sheet. Remind the tallier to be courteous and allow the judges this time.

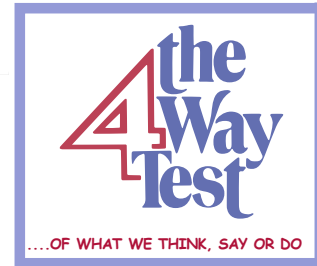
8. At the "Finals" luncheon meeting, contestants are again identified by number only when they give their speeches. A short program should be planned to follow the speeches, while the tallier determines the winners' placements. Then each of the 3 finalists may be introduced by name and school and the awards presented.

9. A variation on this procedure would be to have the actual trophies for regional winners given to the regional winners at the "Finals" luncheon along with the Final Competition's 1st, 2nd and 3rd place awards. All contestants in the Finals should be invited to the luncheon gratis. This variation gives all the finalists a chance to hear the winning speeches. It is also possible to simply invite all regional winners to the luncheon even if they have already received their trophies.



### III. IMPACT

A. The impact of a 4-Way Test Public Speaking Contest is immeasurable. Each student who competes on the individual high school level spends quite a lot of time putting together his or her speech. The impact in their fami-



lies and among your organization's members is also immeasurable as they react to the fresh perception of these youths' thoughts and share their experience with family and friends.

B. This impact can be heightened by getting your local paper and their photographer out to cover the event and its winners at the regional semi-finals and at the finalist competition. At least try to send a press release with black and white picture of the winners receiving their trophies to your local papers.

C. See if you can get a radio interview of the winner on a local radio/TV talk show and have him or her give their speech.





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?

## SAMPLES & FORMS

### SAMPLE FORM A

#### JUDGE'S SCORE SHEET

Contestant No. \_\_\_\_\_

Length of Speech \_\_\_\_\_ (If under 5 minutes or over 7 minutes, automatically disqualified.)

#### 1. CONTENT (44%)

- A. Practical application 4-Way Test throughout Speech (1 - 20) \_\_\_\_\_
- B. Uses examples from peer group experience (1 - 08) \_\_\_\_\_
- C. Human interest appeal and color (1 - 08) \_\_\_\_\_
- D. Clarity and expressiveness of language (1 - 08) \_\_\_\_\_

#### 2. ORGANIZATION (24%)

- A. Introduction - Captures audience attention and establishes major theme of speech (1 - 08) \_\_\_\_\_
- B. Development - Ideas presented, supported and explained in clear logical order with smooth transitions (1 - 08) \_\_\_\_\_
- C. Conclusion - Emphasizes major theme in speech leaving audience with a clear, concise message or point of application (1 - 08) \_\_\_\_\_

#### 3. DELIVERY (32%)

- A. Clear enunciation and pronunciation of words (1 - 08) \_\_\_\_\_
- B. Good vocal projection (easy to hear volume) and voice expressiveness (tone and pacing). (1 - 08) \_\_\_\_\_
- C. Good eye contact and rapport with audience (1 - 08) \_\_\_\_\_
- D. Relaxed yet commanding use of posture and gestures (1 - 08) \_\_\_\_\_

MAXIMUM POSSIBLE POINTS 100  
TOTAL POINTS EARNED \_\_\_\_\_

JUDGES SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SPECIAL COMMENTS BY JUDGE:





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?

**SAMPLE FORM B**

**JUDGES' COMPOSITE SCORE SHEET**

**Contestant No.** \_\_\_\_\_

**Contestant Name** \_\_\_\_\_ **School** \_\_\_\_\_

**Length of Speech** \_\_\_\_\_ (If under 5 minutes or over 7 minutes, automatically disqualified.)

**1. CONTENT (44%)**

- A. Practical application 4-Way Test throughout Speech (1 - 20) \_\_\_\_\_
- B. Uses examples from peer group experience (1 - 08) \_\_\_\_\_
- C. Human interest appeal and color (1 - 08) \_\_\_\_\_
- D. Clarity and expressiveness of language (1 - 08) \_\_\_\_\_

**2. ORGANIZATION (24%)**

- A. Introduction - Captures audience attention and establishes major theme of speech (1 - 08) \_\_\_\_\_
- B. Development - Ideas presented, supported and explained in clear logical order with smooth transitions (1 - 08) \_\_\_\_\_
- C. Conclusion - Emphasizes major theme in speech leaving audience with a clear, concise message or point of application (1 - 08) \_\_\_\_\_

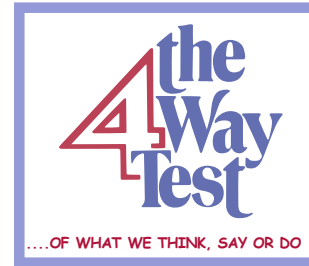
**3. DELIVERY (32%)**

- A. Clear enunciation and pronunciation of words (1 - 08) \_\_\_\_\_
- B. Good vocal projection (easy to hear volume) and voice expressiveness (tone and pacing). (1 - 08) \_\_\_\_\_
- C. Good eye contact and rapport with audience (1 - 08) \_\_\_\_\_
- D. Relaxed yet commanding use of posture and gestures (1 - 08) \_\_\_\_\_

**MAXIMUM POSSIBLE POINTS** 100  
**TOTAL POINTS EARNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SPECIAL COMMENTS BY JUDGES:**



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?

*SAMPLE FORM C*

**4-WAY TEST PUBLIC SPEAKING CONTEST REGISTRATION CARD**

**Contestant's Name** \_\_\_\_\_

**has been chosen to represent** \_\_\_\_\_

**High School in The 4-Way Test Public Speaking Contest.**

**Return this card to (name & address your organization)  
by (date).**

**Principal Name** \_\_\_\_\_

**Principal Signature** \_\_\_\_\_

**HIGH SCHOOL** \_\_\_\_\_

**High School Address** \_\_\_\_\_

**High School Phone** \_\_\_\_\_

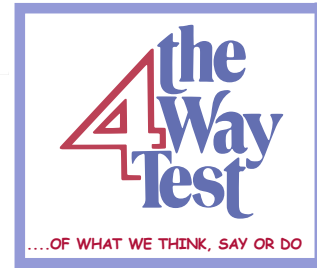
**Contestant Mailing Address** \_\_\_\_\_

**Check space if you want us to send you your**

**SEMI-FINAL COMPOSITE SCORE SHEET** \_\_\_\_\_

**FINAL COMPOSITE SCORE SHEET** \_\_\_\_\_

***(As a learning experience for the student, it is beneficial to send back to the school for the student's information the composite score their speech earned.)***



*SAMPLE FORM D*

**4-WAY TEST CONTESTANT GENERAL INFORMATION SHEET  
FINAL COMPETITION**

1. Judges will know you only by position number.
2. The door to the judges room will be closed during each speech. You may not enter or leave this room during a presentation. You need to be present outside the door to this room at least two speeches prior to your presentation. You will enter the room just before the speaker before you speaks.
3. The rating system will be a composite score of all 3 judges. Please let the registrar know if you desire a summary of your scores and she will indicate this on your registration card. The composite score you earned will then be sent you on a composite judging score sheet.
4. The judges will determine the top 3 finalists. The top 3 finalists will present their speeches again at the luncheon. First, second and third place positions will be determined at the luncheon presentation. Trophies and awards will be presented at that time.
5. (Also include any information regarding times for different activities and where contestants should be at these times.)