**Handout K: Impromptu Judging Procedures and Guidelines**

1. While the students are preparing their speeches, familiar yourself with the assigned topics.
2. Have the student give you the topic slip and tell you the topic number that he or she will be speaking about before he or she begins the speech.
3. Read the topic question yourself.
4. Use Handout J: Impromptu Judge’s Rubric to score the speech.
5. Complete the heading information of judge’s name, speaker’s name, topic and topic number.
6. As you listen to the speech, be sure the student answers that question and does not change the wording of the question to mean something else.
7. If he or she does not answer the question, then deduct points from the thesis statement, main points and supporting details.
8. Try to quicky jot down several notes as the speaker speaks on your Impromptu Judge’s Critique to remind you of his or her strengths and weaknesses. Ex: Rate, fast. Not loud. Good posture. Ideas clear, Facts used.
9. Be kind and encouraging as well as giving constructive suggestions. Say after the speech, Good Job!, You Tried Your Best!, It Will Get Easier with More Speaking Experience!, Be Sure to Smile.
10. Remember to judge always in the spirit of fellowship. Always be Encouraging and Helpful!
11. On your Impromptu Judge’s Rubric, score as the student speaks about each part. Place the score in the left margin so you can add quickly. (33 points)
12. The Introduction should catch your attention. If questions are used, they should be thought provoking questions. A story or a quotation that is effective should be given more points than asking 3 questions.
13. If a student misses a part, give a zero.
14. To give a 3 for supporting details, the student must do more than just list main points.
15. He or she should explain a main point, gives additional information to convince you of his or her position.
16. Otherwise, give a 1 or 2 score.
17. The thesis statement should include the yes or no answer and re-state the topic drawn.
18. Be sure the closing line (round-=off) links to the opening line. If it does not or if it does, but it is not effective, give a 1 or 2, not a 3. If it’s effective, give a 3.

**What Do I Do After All Students Are Done Speaking? \*\*Total the Points, Break Ties**

1. Add up all of the points you placed in the left margin. Place a total at the bottom of the rubric.
2. Take all of your Judge Rubric sheets from all speakers and organize them in a pile from the highest number of points to the lowest number of points.
3. First place is best and should have the most number of points.
4. Break all ties of speakers. Review your comments and make a decision how to break the tie.
5. On the Impromptu Ranking Sheet, complete the bottom portion ranking the speakers.
6. Organize all of your paperwork by placing your Ranking Sheet on the top followed by your Impromptu Judge’s Rubric of each student.
7. Paper clip your packet and place it in the teacher’s assignment bin for points.
8. Congratulations! You have just successfully completed judging students!