

# Prepared Speaking



## New for 2023 - 2024

These guidelines are written for ILC. States may modify events or have different event processes and deadlines. Be sure to check with your Local/State Advisor (or state website) to determine how the event is implemented for the regional/area or state conference. Editorial updates have been made.

## Event Summary

Prepared Speaking provides HOSA members with the opportunity to improve knowledge and skills surrounding effective oral communication. This competitive event requires competitors to develop a speech related to a selected national topic. The topic for the year aligns to the HOSA membership theme, which is announced at the conclusion of the International Leadership Conference every year.

## 2023-2024 Topic: *Dare to Create!*

## Dress Code

Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#).

### Competitor Must Provide

- ☐ [Photo ID](#)
- ☐ Paper or electronic notes (optional)
- ☐ Two #2 lead pencils (not mechanical) for evaluation

## General Rules

1. Competitors in this event must be active members of HOSA and in good standing.
2. **Eligible Divisions:** Middle School, Secondary and Postsecondary / Collegiate divisions are eligible to compete in this event.
3. Competitors must be familiar with and adhere to the “[General Rules and Regulations of the HOSA Competitive Events Program \(GRR\)](#).”
  - A. Per the [GRRs](#) and [Appendix H](#), HOSA members may request accommodation in any competitive event. To learn the definition of an accommodation, please read [Appendix H](#). To request accommodation for the International Leadership Conference, [submit the request form here](#) by May 15 at midnight EST.
  - B. To request accommodation for any regional/area or state level conferences, submit the request form [here](#) by your state published deadline. Accommodations must first be done at state in order to be considered for ILC.
4. All competitors shall report to the site of the event at the time designated for each round of competition. At ILC, competitor's [photo ID](#) must be presented prior to ALL competition rounds.

**Competitive Process**

5. Use of index card notes during the speech is permitted. Electronic notecards (on a tablet, smart phone, laptop, etc.) are permitted, but may not be shown to judges.
6. The prepared speech shall be a maximum of **five (5) minutes** in length.
7. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining. The competitor will be stopped when the five minutes are up and will be dismissed.
8. All competitors shall speak on the same announced topic.
9. Props may NOT be used.
10. There will be no microphones used for this event.

**Final Scoring**

11. In the event of a tie, a tiebreaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.

## PREPARED SPEAKING – Judge's Rating Sheet

Section # \_\_\_\_\_  
Competitor # \_\_\_\_\_

Division: \_\_\_\_MS \_\_\_\_SS \_\_\_\_PS/Collegiate  
Judge's Signature \_\_\_\_\_

A. Content	Excellent 15 points	Good 12 points	Average 8 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Coverage of Topic	Demonstrates command of the topic throughout the speech. Discusses the topic and its significance. Uses the topic as a path for the speech. Student offers explanations and insights that enhance the understanding of the topic.	Mentions topic and its significance. Uses the topic as a path for the speech. Student offers explanations and insights that link back to the topic.	Mentions topic and briefly explains its significance.	Briefly mentions a topic but does not provide any analysis or reasoning behind the topic.	Did not include much in the way of content or a topic.	
2. Impact Strong and meaningful message	Effectively appeals to audience emotions (anger, fear, compassion, humor etc.) to deliver the message of the speech. Vivid and emotive language effectively used to create imagery to engage audience emotionally.	Appeals to audience emotions (anger, fear, compassion, humor etc.) to achieve the goal. Creates some effective imagery through language.	While much of the speech was emotionless and a bit dry there were a few moments in which the author succeeded in engaging the audience emotionally.	Few attempts were made to connect to emotional appeals, the speech is dry and lacks emotion to support the message.	No attempt was made to focus the audience on the message through emotional appeals. Fails to appeal to audience emotions. No attempt to use vivid or descriptive language to capture audience emotions	
A. Content	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Appropriate to the Conference Theme	The conference theme is clearly revealed and well-structured into speech.	The conference theme is stated and appropriate for speech.	The conference theme is apparent and not fully threaded into speech.	The conference theme is not clearly communicated throughout speech.	No statement of conference theme in speech.	
4. Clear focus and point of view	Speech was focused and compelling to the audience.	Speech is somewhat compelling; the audience might need stronger evidence in order to gain their support.	Speech evidence was weak, there were a few moments when the audience was compelled to the points being made.	While evidence is provided to prove the main points, the evidence is not compelling and leaves the audience unengaged.	Speech lacked focus and provided no compelling evidence.	
B. Organization	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Opening Statement	The competitor clearly establishes the occasion and purpose of the speech, grabs the audience's attention and makes the audience want to listen.	The competitor introduced the speech adequately, including an attention getter and established the occasion and purpose of the speech.	The competitor introduced the topic but did not clearly establish the occasion and/or purpose of the speech. Weak attention getter.	The competitor failed to introduce the speech. Or, the introduction was not useful in indicating what the speech was about.	The competitor did not provide an opening statement.	

<b>B. Organization</b>	<b>Excellent 10 points</b>	<b>Good 8 points</b>	<b>Average 6 points</b>	<b>Fair 4 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>2. Cohesion of Body of Speech</b>	Logical, coherent organization helped convey the competitor's message clearly. It was easy to follow and understand. Transitions were appropriate to speech and helped audience follow along.	The competitor used a logical order to deliver the message but may have minor lapses in organization. Transitions were appropriate to speech but were not as helpful to audience understanding.	The competitor attempted to use an organizational pattern, but it was not always effective. Competitor rambled at times and/or did not stay on topic.	The competitor was difficult to follow due to a lack of organization and rambling. Some cohesion was demonstrated in the delivery.	The speech was not organized, and audience was not able to follow the message.	
<b>3. Closing</b>	The competitor prepares the audience for ending and ends memorably. They drew the speech to a close with an effective memorable statement. The competitor's message was clear.	The competitor adequately concluded the speech and ended the speech with a closing statement. Clear ending but ends with little impact.	The competitor concluded the speech in a disorganized fashion and/or did not have a closing statement. Competitor's message could have been clearer.	Audience has no idea conclusion is coming. Competitor's message was unclear.	The competitor ended the speech abruptly without an effective conclusion.  Competitor had no message.	
<b>C. DELIVERY</b>	<b>Excellent 10 points</b>	<b>Good 8 points</b>	<b>Average 6 points</b>	<b>Fair 4 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>1. Voice</b> Pitch, tempo, volume, quality	The competitor's voice was loud enough to hear. The competitor varied rate & volume to enhance the speech. Appropriate pausing was employed.	The competitor spoke loudly and clearly enough to be understood. The competitor varied rate OR volume to enhance the speech. Pauses were attempted.	The competitor could be heard most of the time. The competitor attempted to use some variety in vocal quality, but not always successfully.	Judges had difficulty hearing /understanding much of the speech due to little variety in rate or volume.	The competitor's voice is too low or monotone. Judges struggled to stay focused during the majority of presentation.	
<b>2. Stage Presence</b> Poise, posture, eye contact, and enthusiasm	Movements & gestures were purposeful and enhanced the delivery of the speech and did not distract. Body language reflects comfort interacting with audience. Facial expressions and body language consistently generated a strong interest and enthusiasm for the topic.	The competitor maintained adequate posture and non-distracting movement during the speech. Some gestures were used. Facial expressions and body language generated an interest and enthusiasm for the topic.	Stiff or unnatural use of nonverbal behaviors. Body language reflects some discomfort interacting with audience. Limited use of gestures to reinforce verbal message. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced.	The competitor's posture, body language, and facial expressions indicated a lack of enthusiasm for the topic. Movements were distracting.	No attempt was made to use body movement or gestures to enhance the message. No interest or enthusiasm for the topic came through in presentation.	
<b>3. Diction*, Pronunciation** and Grammar</b>	Delivery emphasizes and enhances message. Clear enunciation and pronunciation. No vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone heightened interest and complemented the verbal message.	Delivery helps to enhance message. Clear enunciation and pronunciation. Minimal vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone complemented the verbal message	Delivery adequate. Enunciation and pronunciation suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Tone seemed inconsistent at times.	Delivery quality minimal. Regular verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Delivery problems cause disruption to message.	Many distracting errors in pronunciation and/or articulation. Monotone or inappropriate variation of vocal characteristics. Inconsistent with verbal message.	
<b>Total Points (110):</b>						

\*Definition of Diction – Choice of words especially with regard to correctness, clearness, and effectiveness.

\*\*Definition of Pronunciation – Act or manner of uttering officially