

# Impromptu Speaking

## Tournament Preparation Checklist

- Speaker topics have been placed in an envelope for each room in each round.
  - The envelope is clearly labeled with round - ex. "Impromptu Speaking- Round 1"  
(# of entries in the room + 2 = minimum # of topics required)
  
- 1 set of Time Cards has been printed for each room in each round.
  - 2 minutes, 3 minutes, 3 ½ minutes, 4 minutes
  - Each on its own 8.5 x 11 sheet of paper
  - Font size must be large enough and dark enough for the contestant to clearly see from the front of the room.
  
- 4x6 index cards for each student has been prepared for each room in each round.
  
- Timer folders for each room and round have been stuffed with topics, time cards, and index cards.
  
- A judge has been assigned to each room for each round.
  
- A timer has been assigned to each room for each round.

### General Guidelines and Examples for Topics

- Topics should be general knowledge and age-appropriate for middle school students.
- May be single words: *puppies, birthdays, computers, music, etc.*
- May be a phrase: *My favorite TV show; My worst vacation; Cats vs Dogs; School in the Year 3018; etc.*
- May be a question: *What do you want to be when you grow up? Should kids have iPads? Should all schools have school uniforms? Who is one of your heroes and why?*
- All topics in the same round should be in the same format and same level of familiarity.
- Different rooms within the same round may use the same topics.
- A topic may not be used for more than one round within the same meet.

# Impromptu Speaking

## Timer Materials Cover Sheet

(attach this cover sheet to each Timekeeper Folder)

This folder contains Impromptu Speaking Materials for: (please circle)

Round 1

Round 2

Round 3

Power Round

Inside, you will find:

- An envelope containing topics clearly labeled with the category and round (# of entries in the room + 2 = minimum # of topics required)
- 1 set of time cards printed on 8.5x11 paper to be shown at the following intervals:  
2 minutes, 3 minutes, 3 ½ minutes, 4 minutes
- Enough 4x6 index cards for every student in the round

Judges are responsible for providing their own stopwatches.

### **Impromptu Speaking Timer Instructions:**

1. Choose a seat next to the judge that allows the speaker to see you clearly.
2. Lay all topics face down in a row on your desk / table.
3. Place the stack of index cards next to the topics.
4. Start the stopwatch when the student begins to flip over his/her 3 topics.
5. Students will draw 3 topics, choose 1, and return 2. Place the **un-selected** topics back in the row of topic options.
6. After the mandatory 2 minutes of preparation time, stop the stopwatch and say, "Time".
7. Collect the topic selected by the speaker and give it to the judge.
8. Reset the stopwatch.
9. Begin timing when the student begins speaking.
10. Hold up the corresponding time card when speakers have reached 2 minutes, 3 minutes, 3 ½ minutes, and 4 minutes. Hold up the time card long enough so the student sees it.
11. When the presentation is finished, stop the stopwatch and show the judge the final time.
12. Collect the index cards from all students.
13. Reset the stopwatch for the next speaker.