



**Suggested
Teacher
Lesson Plan
and
Guidelines for 4-H
Administration**

The 4-H/Tropicana Public Speaking Program meets the Sunshine State Standards in Language Arts and Florida's System of School Improvement and Accountability, Goal 3. This program also assists teachers in helping their students achieve required benchmarks that are assessed by the Florida Comprehensive Assessment Test (FCAT) and Florida Writes test.

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OBJECTIVES

With any school program, its success can be credited to the classroom teacher. We appreciate your eagerness to participate and have compiled this booklet to assist your planning. Your students will thoroughly enjoy this hands-on, learning-by-doing activity.

Why is public speaking important? As an educator, you know that many problems in our fast-paced society arise, not because we don't know the answers, but because we cannot communicate effectively.

The best time to teach people to talk and think on their feet is when they are young. This is the objective of the 4-H/Tropicana Public Speaking Program. The Program is sponsored by Tropicana and administered through the 4-H Youth Development Program, Cooperative Extension Service of the University of Florida.

The Program is structured to be a part of everyday classroom activities. In addition, the excitement of a competition is added. A real challenge occurs when children prepare to express themselves in front of an audience. Some students overcome their initial fear of public speaking more easily than others. The emphasis of the Program is on the growth of every student participant. It is important for all young students to have an opportunity to take pride in the expression of their ideas.

GENERAL GUIDELINES

The Program is designed to give 4th, 5th and 6th grade students experience in the preparation and delivery of a speech. Typically, there is an elementary school competition for 4th and 5th grade students, and a middle school competition for 6th grade students. Each participating teacher should plan to spend one week on the Program. The suggested outline in this booklet has produced excellent results in the past. However, each classroom is different. Teachers may make changes in order to adapt to the activities of their students and the available time frame.

Student objectives:

- Recognize the necessity of obtaining as much information as possible on a given topic.
- Carefully organize the material to be presented in a timely and orderly speech.
- Develop a pleasing personal style before an audience.
- Acquire the ability to speak convincingly in public and to express ideas effectively.
- Develop confidence and poise.

Teacher responsibilities:

- Help students create, write and present speeches.
- Choose the classroom winner to perform in the school competition.
- Select one overall school winner to attend the county competition.
- Prepare the school winner for the county competition.

Speech guidelines:

- Speeches must be specifically prepared for the Program.
- Speeches must be original and relate to the student's interests.
- Speeches should be no less than two minutes and no more than three minutes in length. Penalties are given for shorter or longer speeches.
- No visual aids are allowed when giving a speech.
NOTE: Notecards are not considered visual aids and may be used. However, costumes, props and pictures are considered visual aids.
- Students who participate more than one year must create a different speech each year.

SUGGESTED CURRICULUM

Day One - Introduction and Topic Selection

- To stimulate ideas, have the students write a response to the following phrases:
- Something exciting that has happened to you
- Something you have read a lot about
- Something that means a lot to you
- From this list of ideas, each student should choose a topic and be prepared to give a talk in front of the class on the date selected.
- Explain that it is normal to feel nervous when asked to talk in front of a group.
- Send home the Parent's Letter explaining their child's participation in this Program at the classroom level.
- Homework assignment: Have each student ask an adult if they have ever had "butterflies" when giving a talk in front of an audience. Ask the adult to help the student create three main points about their chosen topic.

Day Two - Creating and Writing a Speech

- Ask students to stand up and share their topic and the main points of their speech with the class.
- Make constructive suggestions to each student regarding logic, organization and transitions.
- Assign unprepared students to work together as a group while the others create their speeches.
- Discuss how introductions should:
- Grab the audience's attention.
- Highlight the main points to be covered.
- Let the audience know why they should be interested in the topic.
- Give an example of a good introduction such as:
"Have you ever wondered just how many people can fit into the world? Well, if you're like me, you are concerned about things like that. My parents and I traveled to India last year and saw thousands and thousands of people. It was then that I asked my parents the question, 'How many people could fit into the world?' Well, my dad and mom told me to 'look it up.' They are always telling me that. So I did. And, here is what I found.. First, I'd like to talk about how many people there are in the world. Second, I want to tell you about how many people are being born and how many people will be in the world by the year 2000. Last, I'd like to talk about how many people the world can really hold. So how many people does the world have now? Well..."
- On this day, send home the Lucky Clover pamphlet with students.
- Homework assignment: Have children create the introduction, the main points and the concluding remarks of their speech. Parental involvement is encouraged.

Day Three - Finishing Touches

- Have the students practice their speeches in class. Ask the students to make positive comments to each other on certain aspects of each speech they enjoyed.
- Provide constructive criticism as necessary, and demonstrate right and wrong characteristics of speeches. This is an excellent way for students to see and hear examples of good public speaking.

Days Four and Five - Presenting Speeches

- Final speeches are judged in class.
- Suggested points to look for when judging:
 - Choice of material* - Was the topic original and unique?
 - Effective introduction* - Was the introduction interesting? Did it capture attention and indicate the topic?
 - Effective body* - Did the main portion of the speech have a logical and smooth flow?
 - Use of language* - Was the selection, combination and use of the words effective?
 - Effective conclusion* - Did the conclusion summarize the material and effectively, not abruptly, conclude the speech?
 - Audience bond* - Did the speaker establish and maintain eye contact with the audience?
 - Delivery* - Did the speaker appear relaxed and the delivery flow fluently and smoothly?
 - Pronunciation* - Did the speaker pronounce words correctly?
 - Articulation* - Were the words spoken clearly and was the speaker easy to understand?
 - Volume* - Were there effective changes to the volume level throughout the speech?
 - Speed* - Did the speaker speak at a speed that could be understood? Did they vary speed and use pauses effectively throughout the speech?

PUBLIC SPEAKING TIPS

Preparation

- A good speech takes time to prepare. Students should jot down thoughts, ideas, anecdotes or illustrations that will help them develop the central idea or theme of their speech. Students might want to research other people's thoughts on the subject.
- All ideas should support the central theme of the speech. Discard any ideas or illustrations that do not support the theme.
- Prepare a good outline of the speech. This helps students convey their ideas in a forceful and logical manner.
- Believe in the message. No amount of training or practice gives students as much self-confidence, courage or persuasiveness as their own belief in the truth of what they are saying.

Presentation

- Take time to get settled and comfortable. Students should walk naturally to the speaker's platform, arrange their notes on the podium and pause to collect their thoughts. Breathe deeply, look directly at the members of the audience, and don't rush into the speech.
- Appear confident and friendly toward the audience. If this is done with ease, the audience relaxes and is more receptive.
- Keep focused on one thing - the subject. If students forget what they are going to say, they should pause in a natural way. A new idea can be created, or the original thought may be remembered.
- Be attentive to other speakers. While others are speaking, students should listen and not shuffle papers or notes.

Delivery

- Practicing in front of a mirror helps students feel more comfortable.
- Gestures should be natural. Every movement that does not add to the presentation detracts from it.
- Get plenty of sleep the night before the speech.
- Dress neatly and in comfortable clothing.
- Speak naturally and from the heart.
- Smile; stand up straight; and try not to be stiff.
- Stress important words during the speech.
- Take pauses before and after important ideas.
- Talk to the audience as if talking to friends.

Opening a Speech

- The opening should be casual and friendly.
- Arouse the curiosity of the audience by asking a direct question, starting with a surprising fact, or showing how the topic is of interest to the audience.

Closing a Speech

- Don't talk about stopping; just stop.
- Always stop before the audience expects it.
- Close with the idea the audience should remember the longest.
- A good ending might leave the audience laughing or smiling.
- There is no need to thank the audience; they should be thanking the speaker.

CLASSROOM COMPETITION

Classroom judging is the teacher's responsibility. The teacher may select the winner or invite others to judge. Other methods appropriate for a particular classroom may be used. Winners are selected based upon the highest number of accumulated points from the suggested judging sheets provided by Tropicana.

Classroom Competition Awards

- A blue ribbon is awarded to the first-place classroom speaker.
- A red ribbon is awarded to the second-place classroom speaker.
- A white ribbon is awarded to the third-place classroom speaker.

SCHOOL COMPETITION

Each first-place classroom winner advances to a school competition. Winners are selected based upon the highest number of accumulated points on the suggested judging sheets provided by Tropicana. Teachers may coordinate the school competition in any of the following ways. These examples are only suggestions:

- The competition may be held during a school assembly or as an after-school activity.
- Include the contest as part of a P.T.A. function.
- Teachers or qualified guests may serve as judges.

School Competition Awards

- A gold medallion with a blue ribbon is awarded to the first-place speaker.
- A silver medallion with a red ribbon is awarded to the second-place speaker.
- A bronze medallion with a white ribbon is awarded to the third-place speaker.

COUNTY COMPETITION

First-place speakers from each school present their speeches at a final county competition which is coordinated by the County 4-H Cooperative Extension Office. Winners are selected based upon the highest number of accumulated points on the suggested judging sheets provided by Tropicana. Parents, teachers and friends are invited to attend, and the date and location are announced by the local 4-H agent.

- A plaque with a gold medallion is awarded to the first-place speaker.
- A plaque with a silver medallion is awarded to the second-place winner.
- A plaque with a bronze medallion is awarded to the third-place winner.
- A plaque with a green medallion is awarded to the fourth-place winner.

As an educator, your role in the success of this program is vital. Tropicana and 4-H appreciate your contribution to developing our future leaders.

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GUIDELINES FOR 4H ADMINISTRATION

The following policy is recommended to provide consistency to the county contests. These are recommendations only and each county may make adjustments so the program is most effective for their community. If a county chooses to make adjustments that create additional costs, those costs are the responsibility of the county.

ORGANIZING YOUR SCHOOL AND COUNTY PROGRAM

It is recommended that each county hold an Elementary Division (4th and 5th grade students) and a Middle School Division (6th grade students). Deviations from this recommendation are acceptable provided that they do not incur additional costs or extend to additional grades.

The county 4-H office will coordinate a county competition at the completion of the school competitions.

EDUCATIONAL MATERIALS

A number of printed educational materials are available to you. Please carefully note the intended use for each of the materials.

Teacher Lesson Plans - This curriculum guide provides step-by-step suggestions for teachers to implement the week-long program in their class. Please order one (1) for each teacher participating in the program.

Tips for Giving a Great Speech! - Order one (1) for each student.

Parents' Letter - Order one (1) for each student.

Certificate of Participation - Order one (1) for each student. It is the classroom teacher's responsibility to see that they are properly filled out and distributed to the students.

Judging Sheet - Order enough for each judge to use for the contestants in the county program. Also order enough for the teachers to use for the classroom and school contests.

FINANCIAL OBLIGATIONS

- Tropicana will provide the printed materials for each county program. The materials will be printed during the summer. Please remember to place your order by the requested time on the materials order form. Your inclusion in the program for the year may be jeopardized if you do not adhere to the ordering deadline.
- Tropicana also provides the awards for classroom, school and county contests. Awards must be ordered four weeks prior to the start of the classroom program.
- Tropicana will reimburse the county 4-H office for reasonable expenses for ***Tropicana beverages*** served at the county contest. No soft drinks, food or paper items will be reimbursed. For reimbursement, a Tropicana invoice form must be filled out and appropriate store receipts attached and should be sent to Tropicana within four weeks of the close of your program. We are unable to honor late reimbursement requests.
- 4-H/Tropicana Public Speaking Program banners have been mailed to each county office for your use. This banner does not need to be returned. Please display proudly.

SPEAKING CONTEST RULES

- Speeches must be the original work of the student and must be the same topic that was used during the classroom competition. It is permissible to make changes to the speech to improve it, based on learning and experience at the different levels of competition. Of course, offensive material or language is not permitted.
- Speeches should last between two and three minutes. Speeches that are less than two minutes are penalized one (1) point for every five seconds they are under the two-minute minimum time allowed.
- Speeches that are over three minutes are penalized five (5) points for every second they are over the three-minute maximum time allowed.
- The maximum penalty for timing is 10 points. See "Judging" for additional information.
- Students may not use visual aids, props, pictures or costumes.
- Students may work from note cards, an outline or memory. No points are awarded or subtracted based on this format.
- Each speaker should be introduced by an emcee who will indicate the student's name, class room or school and the title of the speech. It is not necessary for speakers to begin their speech with this information.
- We encourage the use of a podium and microphone at the school and county competitions.
- We suggest having a box or step so students are able to see over the podium and speak into the microphone.
- It is recommended that students dress in attire that is comfortable, such as pants for boys and slacks or a skirt for girls. Suits and dresses are not necessary. Parents are encouraged to help their child select an outfit that makes them feel comfortable and confident. Judges will not add or subtract points for attire.
- It is up to the county 4-H coordinator to determine if they have any restrictions on the use of video equipment or cameras during the speeches, although we recommend that it be allowed. It is suggested that a random drawing of names predetermine the order of speeches.

JUDGING

- Judging is based on two areas - composition and presentation. Each of these areas has 6 subjects for which the judges may award a total of 10 points each for a maximum of 120 points. The decisions of the judges at all levels are final.

Composition of Speech

Choice of material - student uses original material, subject is unique

Effective introduction - interesting, captures attention and indicates the topic

Effective body or main portion of speech - a logical and smooth flow of the material

Use of language - effective selection, combination and use of words

Effective conclusion - summarizes material and concludes speech effectively; not too abrupt

Time length - automatically receive 10 points if within the time limit; the staff that is tabulating the results will mark any penalties

Presentation of Speech

Audience bond - establishes and maintains eye contact with members of the audience

Delivery - fluent and smooth and appears relaxed

Pronunciation - correct

Articulation - clear, easy to understand

Volume - appropriate volume level; effective changes to volume level throughout speech

Speed - speaks at a speed that can be understood, varies speed and uses pauses effectively.

- We recommend using a minimum of three impartial judges, representing different areas of expertise (such as teaching, business and civic organizations). It is also valuable to have a diverse panel of judges including males, females and minorities. Qualifications of the judges are at the sole discretion of the 4-H Office.
- Counties that have less than 10 contestants should use a 1-step judging process, which is most effective with smaller groups. Each judge would score each contestant using the attached Judging Form. The winner is the student with the highest score. In the event of a tie, the judges should determine the winner by voting.
- Counties that have more than 10 contestants should use a two-step judging process. A two-step process is used in many contests because it allows the judges the opportunity to consider their favorite speeches after having the opportunity to hear them *all*. In larger groups, the earlier speakers could be at a disadvantage. The 2-step process allows all speakers equal opportunity to win.
- During the first step, judges score each speech using the attached Judging Form.
- During the second step of judging, the top 1/4 - 1/3 of the scores are reevaluated. Be sure to specify in advance, the number of finalists that will be reevaluated.
- The winner is the contestant with the highest score. In the event of a tie, the judges must determine the winner by voting.
- The judges have a very difficult job and we recommend announcing that the decision of the judges is final. We strongly recommend that individual scores not be released. The judges may want to make a comment card for each child that would help him/her improve their presentation. However, we recommend that actual scores and rankings not be released.

AWARDS

- The following awards may be ordered by faxing your request to the Awards Headquarters (address, phone and fax are located at the end of this document). Requests for awards must be received at least four weeks prior to the start of the classroom programs.
- Please remember that Tropicana provides awards for a maximum of two divisions - a 4th/5th grade division and a 6th grade division. Counties that make changes to this format are responsible for any additional costs.

Classroom Contest

Ribbons should be presented to the first, second and third place winners in each classroom. Please order one (1) set for every classroom, in each division.

School Contest

Medallions should be presented to the first, second and third place winners at each school. Please order one (1) set of medallions for each participating school, in each division.

County Contest

Plaques should be presented to the first, second and third place winners and one honorable mention for each division. Please order one (1) set of plaques for each division.

Two Camp Scholarships will be awarded per participating county - one scholarship for the Elementary Division county-level winner and one scholarship for the Middle School Division county-level winner (up to \$150.00 per scholarship).

AWARD HEADQUARTERS

Straight Line Services

4-H/Tropicana Public Speaking Program
1505 6th Avenue West
Bradenton, FL 34205
(941) 746-6117 phone
(941) 746-5068 fax
straight.line@verizon.net (email)

FOR ADDITIONAL INFORMATION

Tropicana Products, Inc.

Sherry Berry
Manager, Community Affairs
P.O. Box 338
Bradenton, FL 34206
(941) 742-2604 phone
(941) 749-3966 fax
email: Sherry.Berry@pepsico.com

Tracy Szelwach
Executive Assistant
P.O. Box 338
Bradenton, FL 34206
(941) 742-2478 phone
(941) 749-3966 fax
email: Tracy.Szelwach@pepsico.com

Counties may make revisions to these guidelines to meet the needs of their county. However, changes that involve increased costs are the responsibility of the county.

Tropicana Products, Inc., and its related and affiliated companies, their directors, officers, employees, agents and representatives will not be responsible for any liability, obligation, claim, judgement, loss, cost, damage, or expense (including reasonable attorney's fees and costs) resulting from participation in the 4-H/Tropicana Public Speaking Program.



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