

## *Instructions for the Timer*

- You are the Speech Timer in Room \_\_\_\_\_. After your training session, please go immediately to this room and introduce yourself to the judges in that room. Arrange your chair so that you are behind the judges but still have a very clear view to the speaker.
- You will explain to each speaker the use of time cards for the Prepared Speech by reading the following to them, when cued by the head judge to do so:

**Remember: A prepared speech is “in time” if you speak between 3 ½ and 4 minutes. After you have spoken for three minutes, I will hold up the “1” minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 3 ½ minutes, I will hold up the “30” second card, (show the student the card) meaning you have spoken 3 ½ minutes and still have 30 seconds left. After you have spoken 4 minutes, I will hold up the “0” card, (show the student the card) meaning time is up. You must stop your presentation immediately.**

- Below are the timing rules for the Impromptu Speech that you will read to each student when cued by the Head Judge to do so:

**Remember: An impromptu speech is “in time” if you speak between 1½ and 2 minutes. After you have spoken for one minute, I will hold up the “1” minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 1 ½ minutes, I will hold up the “30” second card, (show the student the card) meaning you have spoken 1 ½ minutes and still have 30 seconds left. After you have spoken 2 minutes, I will hold up the “0” card, (show the student the card) meaning time is up. You must stop your presentation immediately.**

- Make absolutely sure that the speaker can see you and notices the cards you are holding up. If he/she continues to speak after you hold up the “0”, do not say stop, but note this action. The student will receive a timing penalty if he/she does not meet the minimum standard time, or if he/she exceeds the maximum time, for each speech.
- It is easy to get so involved with a performance that you forget to give time signals. This can be both devastating and disastrous to the student. Most of them have these speeches timed to the second so PAY ATTENTION and signal EXACTLY! If you are the one who makes a mistake, do not penalize the student for your error.
- You are not allowed to give competitors their times for the speeches or even to say if the speech is “in time” or not. So, if the student asks, simply say that you are only allowed to tell the judges the exact times AFTER the student leaves the room.
- After the speaker leaves the room, you will tell the judges one of the following choices: “No Penalty,” “Penalty on Prepared,” “Penalty on Impromptu,” or “Penalty on Both Speeches.” You are the final arbiter in the matter of timing so be very careful not to make a mistake. All three judges will mark the same penalty “bubble” on their Speech Evaluation Forms.

***Thank you for volunteering for this event. We appreciate your time!***

The following instructions are for stopwatches that are set to a certain time and count down to zero. If you have stopwatches that count forward, you will not need to follow these instructions; however, we strongly recommend that all four regions use the type of stopwatch that counts down to zero for consistency.

**TIP FOR TIMING CARDS:** Stack your cards face down with “0” on the bottom, “30 sec.” in the middle, and “1 min.” on top. This will ensure you show the correct timing card at the correct time. As soon as you’re done timing the Prepared Speech or Impromptu Speech, immediately restack the cards, so you’re ready for the next timing round.

### Step by Step Procedures:

1. Using the Stop/Reset button, set the stopwatch to 4:00 by pressing those numbers on the keypad.
2. Press the Start button when the student begins his/her prepared speech. The stopwatch will count down from 4:00 minutes.
3. When the stopwatch reads 1:00, hold up the appropriate timecard. Then do the same when the stopwatch reads 00:30. The stopwatch will make a noise at the 00:00 point. Hit the Stop/Restart button to disarm the noise and immediately hold up the “0” card. DO NOT SAY “STOP.” However, if the student continues to talk, he/she will receive a penalty. No extra courtesy time is allowed.
4. If the student goes over time, simply note this on your timer’s log for prepared speech. Since your stopwatch counts down from 4:00, you will not know the exact time if he goes over. However, for every other scenario, please record on your timer’s log, the EXACT time of the speech.

Do the math on the timer’s log!!! Do not trust “doing it in your head.” If the stopwatch reads 00:33 at the end of the speech, here is how you figure the time:

$$\begin{array}{r} 3:60 \\ - 0:33 \\ \hline 3:27 \end{array}$$

This student would be *under* time by 3 seconds because the prepared speech must be between 3:30 and 4:00 minutes.

5. The head judge will explain the impromptu procedure. When the student turns over the topic card begin timing, give the students ONE minute of prep time. After one minute has elapsed, announce “time.”
6. After you have indicated to the judges and the student that the one minute is up, immediately reset your stopwatch for 2:00 minutes and follow the same procedure in timing as you did for the prepared speech. The student’s impromptu speech must be between 01:30 and 02:00 minutes.
7. Figure the time for the impromptu and record on the timer’s log.
8. After the student leaves the room, tell the judges if there are any penalties.

After the competition, put your stopwatch, timing cards, and timer’s log back in the manila envelope provided and return to the Speech Coordinator in room \_\_\_\_\_. Please do not leave until he/she releases you.

## Speech Timer's Log

Timer \_\_\_\_\_ Room # \_\_\_\_\_

[illegible]

## SAMPLE Speech Timer's Log

## Timer

# Jane Doe

Room #

---

227

**Do the math on every speech!**  
Two examples are shown below:

Student #

## Exact Time Prepared

## Exact Time Impromptu

## Comments

1807

2

—

Did not come to the room.

1607

OK

1:58

I messed up on prepared speech. Did not hold up card at correct time. Did not penalize student.

# 2007

1:32

0:36

Was not prepared. Short on both.

2407

3:59

1:43

# No penalties

2007

3:46

1:36

# No penalties

3007

over time

1:34

Forgot prepared speech – paused a long time then went over time.

1407

2:46

1:39

Was nervous and spoke too fast on prepared – under time.

$$\begin{array}{r} 3:60 \\ -:14 \\ \hline 3:46 \\ \\ 1:60 \\ -:24 \\ \hline 1:36 \end{array}$$
$$\begin{array}{r} 3:60 \\ - \\ 1:14 \\ \hline 2:46 \\ 1:60 \\ - :21 \\ \hline \end{array}$$

**NOTES:**

- Note that this timer made a mistake on student #1607. The timer took responsibility for her error and did not penalize the student.
- These instructions assume you are using a stopwatch that counts down from a set time to zero. If you are using a stopwatch that counts up from zero, you will not need to do the math in the margin.
- If the student is over the time limit on either speech, you do not need to record the exact time; simply record “over time”. However, if the student is anywhere within the time limit, you must record the exact time.

## SUGGESTED SCRIPTS FOR TIMING JUDGE

### Timing Judge's instructions to decathlete before prepared speech:

**Remember:** A prepared speech is “in time” if you speak between 3 ½ and 4 minutes. After you have spoken for three minutes, I will hold up the “1” minute card, (*show the student the card*) meaning you have 1 minute left to speak. After you have spoken for 3 ½ minutes, I will hold up the “30” second card, (*show the student the card*) meaning you have spoken 3 ½ minutes and still have 30 seconds left. After you have spoken 4 minutes, I will hold up the “0” card, (*show the student the card*) meaning time is up. You must stop your presentation immediately.

### Timing Judge's instructions to decathlete before impromptu speech:

**Remember:** An impromptu speech is “in time” if you speak between 1½ and 2 minutes. After you have spoken for one minute, I will hold up the “1” minute card, (*show the student the card*) meaning you have 1 minute left to speak. After you have spoken for 1 ½ minutes, I will hold up the “30” second card, (*show the student the card*) meaning you have spoken 1 ½ minutes and still have 30 seconds left. After you have spoken 2 minutes, I will hold up the “0” card, (*show the student the card*) meaning time is up. You must stop your presentation immediately. (*As soon as student turns over the impromptu card, begin timing of the one-minute prep time. After one minute has elapsed, announce: “Time.”*)

<b>Time Limit</b> (10 minutes)	<b>Procedure</b>
35 seconds	<p><b>The student is welcomed into the judging room by head judge or designee.</b></p> <ul style="list-style-type: none"> <li>• Head judge greets student.</li> <li>• Head judge may ask the student to announce his/her name and student number if they are not clearly visible on his/her nametag.</li> <li>• Head judge cues Timer to give the following instructions for the Prepared Speech:  <i>Remember: A prepared speech is "in time" if you speak between 3 ½ and 4 minutes. After you have spoken for three minutes, I will hold up the "1" minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 3 ½ minutes, I will hold up the "30" second card, (show the student the card) meaning you have spoken 3 ½ minutes and still have 30 seconds left. After you have spoken 4 minutes, I will hold up the "0" card, (show the student the card) meaning time is up. You must stop your presentation immediately.</i> </li> <li>• Head judge asks student to begin his/her Prepared Speech.</li> </ul>
4 minutes	<b>The student delivers the Prepared Speech.</b>
20 seconds	<ul style="list-style-type: none"> <li>• Head judge thanks the student for his/her Prepared Speech.</li> <li>• Head judge will read the script of instructions to the student for the impromptu speech, after which the timer will read the script of timing instructions for impromptu:  <i>Remember: An impromptu speech is "in time" if you speak between 1½ and 2 minutes. After you have spoken for one minute, I will hold up the "1" minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 1 ½ minutes, I will hold up the "30" second card, (show the student the card) meaning you have spoken 1 ½ minutes and still have 30 seconds left. After you have spoken 2 minutes, I will hold up the "0" card, (show the student the card) meaning time is up. You must stop your presentation immediately.</i> </li> <li>• Head judge instructs student to begin impromptu preparation. After the student turns over the impromptu topic card, Timer must begin timing of one-minute prep time.</li> </ul>
1 minute	<p><b>The student prepares for the Impromptu Speech.</b></p> <ul style="list-style-type: none"> <li>• The timer "times" the 1-minute preparation period.</li> <li>• <i>NOTE: During the student's 1-minute preparation time, judges may start scoring the prepared speech. This is the only time judges should work on the rubric while a student is in the room; at all other times their attention should be on the student.</i></li> <li>• Following 1 minute, the timer will call "Time." Head judge will ask student to indicate which topic he/she selected and then will instruct student to begin his/her impromptu speech. Timer must begin timing impromptu when student begins his/her speech.</li> </ul>
2 minutes	<b>The student delivers the Impromptu Speech.</b>
5 seconds	<ul style="list-style-type: none"> <li>• Judging panel briefly wishes the student well and dismisses him/her.</li> </ul> <p><b>The student exits the judging room.</b></p> <ul style="list-style-type: none"> <li>• <i>NOTE: The student should be in the judging room for only 8 minutes.</i></li> </ul>
2 minutes	<ul style="list-style-type: none"> <li>• Timer states whether the student's speeches had "No Penalty," "Penalty on Prepared," "Penalty on Impromptu," or "Penalty on Both Speeches." All three judges' Speech Evaluation Forms must be marked accordingly.</li> <li>• Judges complete scoring of Speech Evaluation Form, marking all 10 areas for evaluation.</li> <li>• Head judge collects all Speech Evaluation Forms and places them in the envelope that will be picked up by the runners at designated intervals.</li> </ul>