



3-5 Minute Prepared Public Speaking

Purpose

The New Jersey FFA 3-5 Minute Prepared Public Speaking Leadership Development Event is designed to develop agricultural leadership, communication skills and promote interest in leadership and citizenship by providing member participation in agricultural public speaking activities.

Event Rules

The complete rules, policies and procedures relevant to all New Jersey FFA Career and Leadership Development Events may be found in the CDE & LDE Event Participation Policy:

https://nj.gov/agriculture/aq_ed/ffa/activity/CDE_LDE_Policy.pdf

- The New Jersey FFA 3-5 Minute Prepared Public Speaking Leadership Development Event will be limited to two participants from each chapter. This event is open to members in 7-10 grade.
- It is highly recommended that participants wear FFA Official Dress for this event.
- Manuscripts and presentations must be on a current subject of an agricultural nature, which may include agribusiness, animal systems, plant systems, environmental services, food products and processing, natural resource systems, biotechnology systems and power, and structural and technical systems.
- Each participant's manuscript will be the result of their own efforts. It is expected that the participant will take advantage of all available training facilities at their local school in developing their speaking ability. Facts and working data may be secured from any source but must be appropriately documented.
- It is highly recommended that participants wear FFA Official Dress for this event.
- Participants will report to the event room at the time and place shown on the schedule of events. Only participants will be allowed in the holding room. No cell phones or other communication devices will be allowed in the holding room without express permission from the event superintendent. Any participant in possession of any electronic device at any point throughout the event is subject to disqualification.
- After a participant has made their oral presentation, they may not observe other participants' presentations.
- Recording or videotaping oral presentations is permitted only if the participant is from the same chapter or unless the event coordinator determines that such activity unnecessarily distracts the participant, judges or observers or poses an advantage or disadvantage to the speaking participant.
- Participants must submit a Statement of Authenticity at the time of manuscript submission, verifying that the manuscript results from the participant's work. To access the Statement of Authenticity visit: <https://form.jotform.com/NJFFA/statement-of-authenticity>.

MANUSCRIPT

Speeches (with cover page to include title of speech, participant's name, chapter, name of event and year) are to be uploaded to www.judgingcard.com with Preliminary Public Speaking registration by March 1st.

Late submissions will be assessed a penalty of 20 points (10 percent deduction of available manuscript points) by the judges scoring the manuscripts. A manuscript is considered late if it is received on or after March 7th. Manuscripts received on or after March 15th will receive zero points for the manuscript score. Still, such participants will be allowed to participate in the presentation portion of the event.

Students who advance to finals can update their manuscripts and resubmit with the chapter's State Convention Participant List (via JotForm) by April 11th, or as outlined in the calendar of events. The speech topic cannot deviate from the original. Original manuscripts will be used if a finalist fails to submit a new speech by this date.

Manuscript requirements:

- Formatted to 8 1/2" x 11" paper, double spaced with a 1" margin
- Cover page including the speech title, participant's name, chapter, name of event and year
- 12-point font size using Times New Roman, Cambria, Arial or Calibri font.
- References and in-text citations documented.
- A reference list at the end of the manuscript provides the information necessary for a reader to locate and retrieve any source cited in the body of the manuscript. Each source cited in the manuscript should appear in the reference list; likewise, each entry in the reference list should be cited in the manuscript text.
- Manuscripts not meeting these guidelines will be penalized per the Manuscript Content and Composition Rubric.

PRESENTATION

- Speeches should be a minimum of three minutes in length and a maximum of five minutes. Participants will be penalized one point per second on each judge's score sheet for being under three or over five minutes. No time warnings will be given for the presentation section.
- Participants are expected to deliver their presentation in a way that is consistent with their manuscript. Major deviations between the oral presentation and the manuscript should be avoided.
- Time for the presentation starts when the participant utters the first word and ends when the participant concludes the presentation.

PRELIMINARY EVENT

- Three regional preliminary events will be held in March – Northern, Central, Southern. The top two participants in each region will move on to the final round. The final round will take place at the New Jersey State FFA Convention in May.

Event Format

MANUSCRIPT

- Manuscripts will be submitted by March 1st to www.judgingcard.com with Preliminary Public Speaking registration. Students who advance to finals can update their manuscripts and resubmit with the chapter's State Convention Participant List (via JotForm) by April 11th, or as outlined in the calendar of events.
- Participants must submit a Statement of Authenticity at the time of manuscript submission, verifying that the manuscript results from the participant's work. To access the Statement of Authenticity visit: <https://form.jotform.com/NJFFA/statement-of-authenticity>.
- Manuscripts will be judged before the event.
- New Jersey FFA will provide judges' feedback after the event upon request.

PRESENTATION

- Event officials will randomly determine the speaking order and ensure each participant is introduced to the judges and observers before the presentation begins.
- Participants will be permitted to use notes while speaking; however, deductions in scoring may be made if it detracts from the effectiveness of the presentation.
- No props of any sort are allowed. Participants will receive a zero (0) score on the presentation for using a prop. A prop is "a portable or movable object the speaker uses to benefit or enhance the oral presentation."
- Presentations will be given in a standard classroom. Finals may be held in an auditorium. The number of observers will vary from year to year and from each round of competition.

- A podium and microphone may or may not be available to the speaker. Be prepared for all situations.
- The participant will be escorted to the speaking room from the holding room when it is time for their presentation.
- No time warnings will be given during the speech presentation.
- Typically, there will be two to four judges in each preliminary and final round.
- No prompter will be provided during the participant's speech presentation. Help or assistance to the participant from the audience or observers during the presentation is prohibited.
- The audience will be asked not to applaud after a presentation.
- The judges will be furnished with a copy of each participant's manuscript.
- The state event will be conducted in two rounds: preliminary and finals. The top two speakers from each regional preliminary event will advance to finals held at the State FFA Convention.

Scoring/Judging

The manuscripts will be individually scored before the event, without collaboration, by qualified individual(s) using the official Manuscript Content and Composition rubric. Manuscript scores will be averaged and supplied to the judges after scoring the oral presentation.

At the time of the event, each presentation judge, without collaboration with others, will use the official Presentation rubric to score each participant on the presentation of the speech.

When all participants have finished speaking, each judge will total the score on the manuscript and presentation for each participant, deducting any applicable penalties.

The judges' rankings of each participant shall then be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low-rank method of selection).

A designated timekeeper will record the time used by each participant in delivering their speech, noting under time or over time, if any, for which deductions will be made.

Activities	Points
Manuscript	200
Presentation	500
Total Points	700

TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. Participants' low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, the event coordinator will rank the participants' manuscript score. The participant with the lowest rank from the manuscript score will be declared the winner. If a tie still exists, the participants' raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

Awards

Awards will be presented to individuals based upon their rankings at the 3rd general session of the New Jersey State FFA Convention. Awards are sponsored by the New Jersey FFA Foundation.

Individual

- 1st – \$100.00, plaque sponsored by the New Jersey FFA Foundation, certificate & pin
- 2nd – \$75.00 & pin
- 3rd – \$50.00 & pin

There will be no competition above the state level in the 3-5 Prepared Public Speaking Leadership Development Event.

References

The following list of references is not intended to be all-inclusive.

Other sources may be utilized, and participants are encouraged to use the best instructional materials available. Participants should use discretion when selecting website references by only using reputable, proven sites. The following list contains references that may prove helpful during event preparation.

The most current edition of resources should be used.

- Past CDE materials, finals hall footage and other resources are available on [FFA.org](https://www.ffa.org)
- National FFA Core Catalog: DEVELOPING GREAT SPEECHES GUIDE
- APA Style Guide (most current edition), www.apastyle.org
- Speak Well. (most current edition.) Liz O'Brien. McGraw-Hill Higher Education.
- Purdue's Online Writing Lab – APA Formatting Guide, <https://owl.english.purdue.edu/owl/resource/560/01/>

Request for Reasonable Accommodations

The New Jersey FFA Association is committed to providing equal access to our events and activities for all people. Use this form to request a reasonable accommodation or assistance at least 3 weeks before any state-level events: <https://form.jotform.com/NJFFA/accommodations-request>. A new form will need to be submitted for each event in which a reasonable accommodation is being requested. This information will be kept confidential and will be used only to process the request. Our staff will review the request upon receipt and contact the requestor with additional information. The association cannot guarantee accommodations or assistance if a form is received less than 3 weeks before an event. Accommodations being requested that require the assistance of another person (nurse, interpreter, scribe, reader, etc.) is the responsibility of the school/requestor. It is also the school/requestor's responsibility to provide any approved equipment to aide in the accommodation process, if applicable.

Artificial Intelligence (AI) Policy and Guidelines

The standard operative procedures allow FFA members to use AI tools to assist them in their learning. Appropriate uses of AI may include generating ideas for any FFA-related assignment, project, contest and award application; checking facts of a phenomenon; or checking for and correcting grammatical errors in a paper written by a member. Specific guidelines for appropriate use, including examples, is provided in the policy. To ensure clarity, a statement outlining ethical AI utilization will be added to program handbooks. Non-compliance with this policy represents plagiarism and will automatically disqualify a member.

Please visit the State Activity Guide, [Artificial Intelligence \(AI\) Policy 1.007](#) to view the full guidelines and best practices.

Professional Integrity

FFA members participating in New Jersey FFA programs and events understand and agree that all work must result from their own effort and ability, created, and completed alone (except for partner or chapter applications). When outside sources (direct quotes or phrases, specific dates, figures, or other materials) are used for a project, document, or application, the required reference citation must be completed according to the rules specified by the applicable handbook.

While participating in New Jersey FFA programs, FFA members are prohibited from:

- Plagiarizing
- Violating copyright
- Cheating
- Falsifying information
- Using another person's results or thoughts as their own, even with this person's permission. This includes work done by a family member or a mentor.
- Using information or data obtained from the internet without proper citation.

Any attempt to gain an unfair advantage will not be tolerated. Non-compliance represents plagiarism and will automatically disqualify a member.

Manuscript Content and Composition Rubric

200 points

Name _____ Member Number _____

Chapter _____

Indicator	Very strong evidence of skill 5–4 points	Moderate evidence of skill 3–2 points	Weak evidence of skill 1–0 points	Points Earned	Weight	Total Points
Topic relevance	Topic addresses an issue facing the industry of agriculture.	Topic addresses an issue that may show some relationship to the industry of agriculture.	Topic addresses an issue that is unrelated to the industry of agriculture.		x 6	
Persuasive explanation of position on topic	Position is clearly stated, and ample evidence is provided.	Position is not obvious, and evidence is not clearly provided.	Position is not stated, and evidence is not provided.		x8	
Alternative viewpoints recognized	Identifies and counters alternative viewpoints	Only identifies alternate viewpoints	Does not identify alternate viewpoints		x 4	
Logical order and unity of thought	Clearly organized and concise with strong introduction, body and conclusion layout	Good organization with few statements out of place or lacking in clear construction	Little to no organization is present; sometimes awkward and lacking construction		x 4	
Spelling/grammar (sentence structure, verb agreement, etc.).	Spelling and grammar are extremely high quality with two or less errors in the document.	Spelling and grammar are adequate with three to five errors in the document.	Spelling and grammar are less than adequate with six or more errors in the document.		x 7	
Quality of resources	Resources are from reputable sources.	Resources are from questionable sources.	Resources are unreliable and invalid.		x 6	
Manuscript written according to guidelines	5–4 points	3–2 points	1–0 points			
References and in-text citations documented	Research is cited appropriately throughout the work. Citations appear wherever they are appropriate.	Research is cited appropriately in the work, but there should be more research citations. Citations appear wherever they are appropriate.	Research is not cited often, and citations appear only at the end of sentences or paragraphs. More citations are needed to support the writing.		x 3	
	5 points		0 points			
Double-spaced & formatted to 8½ x 11-inch paper with 1-inch margins. 12-point size, using Times New Roman, Cambria, Arial, or Calibri font					x 1	
Cover page with speech title, participant's name, chapter, and year					x 1	
Total Points EARNED OUT OF 200 POSSIBLE						

Presentation Rubric

500 points

Name _____ Member Number _____

Chapter _____

Indicators	Very strong evidence of skill 5-4 points	Moderate evidence of skill 3-2 points	Weak evidence of skill 1-0 points	Points Earned	Weight	Total Score
Oral and Non-Verbal Communication						
Supporting Evidence	Examples (stories, stats, etc..) are vivid, precise and clearly explained	Examples are usually concrete and sometimes need clarification	Examples are sometimes confusing leaving the listeners with questions		x 15	
Persuasive Use of Evidence	Exemplary use of evidence to persuade listeners.	Sufficient use of evidence to persuade listeners.	Has difficulty using evidence to persuade listeners.		x 15	
Pace	Speaks very articulately at rate that engages audience	Speaks articulately but occasionally speaks too fast or has unnecessary hesitations	Speaks too slow or too fast to engage audience		x 15	
Command of Audience	Speaker uses appropriate emphasis and tone to captivate audience.	Speaker presents speech as mere repeating of facts and speech comes across as report.	Speaker lacks enthusiasm and power to engage audience.		x 20	
Eye Contact	Eye contact constantly used as an effective connection. Constantly looks at the entire audience (90-100%)	Eye contact is mostly effect and consistent. Mostly looks around the audience (60-80%)	Eye contact does not always allow connection with the speaker. Occasionally looks at someone (less than 50%)		x 10	
Mannerisms and Gestures	Hand motions are expressive and used to emphasize talking points. No nervous habits.	Sometimes exhibits nervous habits. Hands are sometimes used to express or emphasize.	Displays some nervous habits. Hands are not used to emphasize talking points; hand motions are sometimes distracting		x 10	
Poise	Portrays confidence and composure through appropriate body language (stance, posture, facial expressions)	Maintains control most of the time; rarely loses composure	Lacks confidence and composure		x 15	
Total Oral and Non-Verbal Communication Points						
TOTAL POINTS EARNED OUT OF 500 POSSIBLE						
Time Deduction (-1 point/second under three minutes or over five minutes)						
Manuscript Score						
Total Net Points						
Rank						