

TOASTMASTERS INTERNATIONAL  
**TABLE TOPICS CONTEST**  
 Judges's Guide and Ballot

JUDGING ITEMS (SEE OVER FOR DESCRIPTION)	SUGGESTED POINT VALUES													
	EXCELLENT	VERY GOOD	GOOD	FAIR	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME
					1	2	3	4	5	6	7	8	9	
<b>SPEECH DEVELOPMENT</b> OPENING, BODY, CLOSE, ORGANIZATION, SMOOTHNESS	30	23-29	17-22	0-16										
<b>EFFECTIVENESS</b> LOGIC, DIRECTNESS, ENTHUSIASM, ACHIEVEMENT OF PURPOSE, AUDIENCE RESPONSE	25	18-24	11-17	0-10										
<b>PHYSICAL</b> APPEARANCE, BODY LANGUAGE	15	11-14	6-10	0-5										
<b>VOICE</b> FLEXIBILITY VOLUME	15	11-14	6-10	0-5										
<b>LANGUAGE</b> APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION	15	11-14	6-10	0-5										
<b>TOTAL SCORE</b> (100 POINTS POSSIBLE)														

(Detach and submit to counters)

**Judge's Official Ballot**  
**TABLE TOPICS CONTEST**

Name of Contestant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLACE

First

Second

Third

RANKING POINTS

3

2

1

(NOTE: Votes must be cast for first, second, and third place or the ballot will be voided.)

(Signature of Judge)

(Judge's Name; Please Print)

## **JUDGING CRITERIA**

**SPEECH DEVELOPMENT** is the way the speaker puts ideas together so the audience can understand them. The Table Topics response is structured around a purpose, and this structure must include an opening, body and conclusion. The response is supported by relevant examples and illustrations, facts and figures if appropriate, and is delivered smoothly.

**EFFECTIVENESS** is your subjective judgement of how the response came across. Were you able to determine the speaker's purpose? Did the speech relate directly to the given question or topic? Was the response clearly and logically presented?

**PHYSICAL** presentation of the response carries part of the responsibility for effective communication. The speaker's appearance should reinforce his or her response. Body language should support points through gestures, expressions and body positioning.

**VOICE** is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis, and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.

**LANGUAGE** refers to the choice of words that relate to the response. Language should promote clear understanding of thoughts and should fit the occasion precisely. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

## **JUDGE'S CODE OF ETHICS**

1. Judges will consciously avoid bias of any kind in selecting first, second and third-place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.