



**GUIDE BOOK**  
**NATIONAL POLYTECHNIC**  
**ENGLISH OLYMPICS (NPEO)**  
**2023**

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**Palembang, May 2023**

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## COMPETITION FORMAT

### A. NPEO in brief

The National Polytechnic English Olympics (NPEO) is a competition in English for Polytechnic students throughout Indonesia. Starting from a Debate competition for all Polytechnic students throughout Indonesia called the National Polytechnic English Debate Competition (NPEDC), this annual event became NPEO in 2013 and was held for the first time at the Politeknik Perkapalan Negeri Surabaya (PPNS) in East Java with addition of Public Speaking contest, which consists of Speech, Story Telling, and Newscasting competitions. Politeknik Negeri Medan in 2014 successfully hosted the second NPEO. Then in 2015 the third NPEO was held at Politeknik Negeri Ujung Pandang. In 2016, the fourth NPEO was held at Politeknik Negeri Batam. Politeknik Negeri Banjarmasin managed to host the fifth NPEO in 2017. The sixth NPEO was held at Politeknik Pos Indonesia 2018. Politeknik Negeri Bali hosted the seventh NPEO in 2019. In 2020, the NPEO was suspended due to the Covid 19 pandemic. In 2021, the Covid 19 pandemic was still alarming, however Politeknik Negeri Semarang was able to host the first online NPEO successfully. Then in 2022 the ninth NPEO held offline in Politeknik Negeri Padang, and finally this year the tenth NPEO was about to be held in Politeknik Negeri Sriwijaya.

### B. The Competitions in NPEO

The competitions that are competed in NPEO are as follows:

1. Debate
2. Newscasting
3. Speech
4. Story Telling
5. Writing

### C. Adjudication

1. The adjudicator consists of Core Adjudication Panels (CAP), Invited Adjudicators and N1 Adjudicator
2. The Core Adjudication Panels (CAP) of the NPEO 2022 are as follows:
  - a. Rachmat Nurcahyo, M.A. (Yogyakarta State University)
  - b. I Nyoman Rajin Aryana, M.Pd. (Politeknik Negeri Bali)
  - c. Dias Agata, S.S., M.Pd. (Politeknik Elektronika Negeri Surabaya)
  - d. Refdi Akmal, M.Pd. (Politeknik Negeri Lampung)
  - e. Danny Nugraha, M,Ed. (Politeknik Negeri Bandung)
  - f. Dr. Sri Gustiani, M.TESOL (Politeknik Negeri Sriwijaya)
3. Invited adjudicators are judges in competitions who already have recognition (accreditation) in the field. Board of Committee and the CAP determine the invited adjudicators.
4. N1 adjudicators are judges sent by representatives of participating institutions. They are required to attend a workshop on adjudication. The allocation of N1 adjudicators is based on the results of the accreditation in the workshop on adjudication.

#### D. Adjudicators' Eligibility

1. Adjudicators are Indonesian Polytechnic lecturers.
2. Each Polytechnic is allowed to send a maximum of **one adjudicator for each competition**.
3. Only lecturers who have participated in workshop and accreditation on adjudications of NPEO X 2023 are allowed to contribute as adjudicators in NPEO X 2023 competitions. For those who haven't, are allowed to be the observer during the competition.
4. The adjudicators are obliged to assess the participants from the beginning until the end of the competition.
5. Before the day of the contest, the adjudicators must register at the secretariat of the committee.
6. Adjudicators must obey the order that has been determined by the Chief Adjudication Panels.

#### E. Participants' Eligibility

1. Participants are Indonesian Polytechnic students of D3 & D4 level. The participants' data (students' ID) at the time of the technical meeting are required.
2. Each Polytechnic is allowed to send a maximum of **one team for Debate** and **two participants for each non-debate competition**, namely students who are still enrolled as Polytechnic students in the 2022/2023 Academic year.
3. Polytechnic students from English speaking countries are **INELIGIBLE** to participate in this competition.
4. A student may only participate in one competition
5. Before the day of the contest, the participants / teacher assistants must register at the secretariat of the committee.
6. Participants must obey the order that has been determined by the committee.
7. Participants must dress in Polytechnic official coats or official uniforms at the time of the contest (except for Newscasting Competition).

#### F. Awarding

1. Debate

Rank	Award	Point (Master Category)	Weigh (Master Category)	Point (Novice Category)	Weigh (Novice Category)
1 <sup>st</sup>	Champion	6	30	6	5
2 <sup>nd</sup>	1 <sup>st</sup> Runner Up	5	25	5	4
3 <sup>rd</sup>	2 <sup>nd</sup> Runner Up	4	20	4	3
4 <sup>th</sup>	3 <sup>rd</sup> Runner Up	3	15	3	2

<b>Rank</b>	<b>Award</b>	<b>Point (Master Category)</b>	<b>Weigh (Master Category)</b>	<b>Point (Novice Category)</b>	<b>Weigh (Novice Category)</b>
	Best Speaker 1	6	10	6	1
	Best Speaker 2	5	9	5	0,5
	Best Speaker 3	4	8	4	0,25
	Best Speaker 4	3	7	3	
	Best Speaker 5	2	6	2	
	Best Speaker 6	1	5	1	
	Best Speaker 7	1	4	1	
	Best Speaker 8	1	3	1	
	Best Speaker 9	1	2	1	
	Best Speaker 10	1	1	1	

## 2. Non-Debate Competitions

<b>Rank</b>	<b>Award</b>	<b>Point (Master Category)</b>	<b>Weigh (Master Category)</b>	<b>Point (Novie Category)</b>	<b>Weigh (Novice Category)</b>
1 <sup>st</sup>	Gold (Champion)	25	6	6	1
2 <sup>nd</sup>	Gold	23	5	5,5	1
3 <sup>rd</sup>	Gold	21	5	5	1
4 <sup>th</sup>	Gold	19	5	4,5	1
5 <sup>th</sup>	Silver	17	4	4	0,75
6 <sup>th</sup>	Silver	15	4	3,5	0,75
7 <sup>th</sup>	Silver	13	4	3	0,75
8 <sup>th</sup>	Silver	11	4	2,5	0,75
9 <sup>th</sup>	Bronze	9	3	2	0,5
10 <sup>th</sup>	Bronze	7	3	1,5	0,5
11 <sup>th</sup>	Bronze	5	3	1	0,5
12 <sup>th</sup>	Bronze	3	3	0,5	0,5

## **I. DEBATE**

### **A. General rules**

NPEO 2022 Debate applies British Parliamentary System. The Format of the championship are as follows.

1. There shall be preliminary rounds of debate, involving all teams eligible to debate in the Competitions:
  - i. All teams eligible to debate at the Competitions compete in the five preliminary rounds
  - ii. Composite or "swing" teams must be added by the Tournament Director to under the following circumstances:

If the number of teams eligible to debate in the preliminary rounds is equal to a number divisible by four, no composite teams are allowed; or  
If this is not the case, then composite teams may be added until the number of teams in the preliminary round is equal to a number divisible by four.

If a team withdraws from competition before or during the preliminary rounds, then the team shall be removed from the draw and replaced with a composite team.
2. Seminars on debating and adjudicating are mandatory.
3. Following the preliminary rounds, there shall be an elimination round starting from Octofinals to Grandfinal.
4. At the conclusion of the preliminary rounds, teams are ranked in consecutive order (from highest to lowest) as follows: Total aggregate Victory Points accumulated by the team; and Total team score accumulated from speakers' points.
5. The highest 16 ranking teams will participate in the Master elimination rounds, and shall be ranked from 1<sup>st</sup> to 16<sup>nd</sup>.
6. Teams in rank 17<sup>rd</sup> 24<sup>th</sup> will qualify in Novice elimination rounds.

### **B. Format**

1. The debate will consist of four teams of two persons (persons will be known as "members"), a chairperson (known as the "Speaker of the House" or "Mister/Madam Speaker" and an adjudicator or panel of adjudicators.
2. Teams will consist of the following members: Opening Government:  
"Prime Minister" or "First Government member" and  
"Deputy Prime Minister" or "Second Government member";  
  
Opening Opposition:  
"Leader of the Opposition" or "First Opposition member" and  
"Deputy Leader of the Opposition" or "Second Opposition member";  
Closing Government:  
"Member for the Government" or "Third Government member" and  
"Government Whip" or "Fourth Opposition member";

Closing Opposition:

"Member for the Opposition" or "Third Opposition member" and "Opposition Whip" or "Fourth Opposition member".

3. Members will deliver substantive speeches in the following order:  
Prime Minister;  
Opposition Leader;  
Deputy Prime Minister;  
Deputy Opposition Leader;  
Member for the Government;  
Member for the Opposition;  
Government Whip;  
Opposition Whip.
4. Members will deliver a substantive speech of seven minutes duration and should offer points of information while members of the opposing teams are speaking.

### **C. The motion**

1. The motions should be impromptu
2. The motions should be unambiguously worded.
3. The motions should reflect that the National Polytechnics Debating Championship is a national level tournament.
4. The members should debate the motion in the spirit of the motion and the tournament.

### **D. Preparation**

1. The debate should commence 15 minutes after the motion is announced.
2. Teams should arrive at their debate within five minutes of the scheduled starting time for that debate.
3. Members are permitted to use printed or written material during preparation and during the debate. Printed material includes books, journals, newspapers and other similar materials. The use of electronic equipment is prohibited during preparation and in the debate.

### **E. Points of Information**

1. Points of Information (questions directed to the member speaking) may be asked between first minute mark and the six-minute mark of the members' speeches (speeches are of seven minutes duration).
2. To ask a Point of Information, a member should stand, place one hand on his or her head and extend the other towards the member speaking. The member may announce that they would like to ask a "Point of Information" or use other words to this effect.



3. The member who is speaking may accept or decline to answer the Point of Information.
4. Points of Information should not exceed 15 seconds in length.
5. The member who is speaking may ask the person offering the Point of Information to sit down where the offeror has had a reasonable opportunity to be heard and understood.
6. Members should attempt to answer at least two Points of Information during their speech. Members should also offer Points of Information.
7. Points of Order and Points of Personal Privilege are not permitted.

#### **F. Timing of speeches**

1. Speeches should be seven minutes in duration (this should be signaled by two strikes of the gavel). Speeches over seven minutes and 20 seconds may be penalized.
2. Points of Information may only be offered between the first-minute mark and the six-minute mark of the speech (this period should be signaled by one strike of the gavel at the first minute and one strike at the sixth minute).
3. It is the duty of the Speaker of the House to time speeches.
4. In the absence of the Speaker of the House, it is the duty of the Chair of the Adjudication panel to ensure that speeches are timed.

#### **G. The Adjudication**

1. The debate should be adjudicated by a panel of at least three adjudicators, where this is possible.
2. At the conclusion of the debate, the adjudicators should confer and rank the teams, from first place to last place.
3. There will be verbal adjudication of the debate after the first six preliminary round of the tournament.

#### **H. The definition**

1. The definition should state the issue (or issues) for debate arising out of the motion and state the meaning of any terms in the motion which require interpretation.
2. The Prime Minister should provide the definition at the beginning of his or her speech.
3. The definition must:
  - a. have a clear and logical link to the motion - this means that an average reasonable person would accept the link made by the member between the motion and the definition (where there is no such link the definition is sometimes referred to as a "squirrel");
  - b. not be self-proving - a definition is self-proving when the case is that something should or should not be done and there is no reasonable rebuttal. A definition is may also be self- proving when the case is that a certain state of affairs exists or does not exist and there is no reasonable rebuttal (these definitions are sometimes referred to as "truisms").
  - c. not be time set - this means that the debate must take place in the present and that the definition cannot set the debate in the past or the future; and

- d. not be place set unfairly - this means that the definition cannot restrict the debate so narrowly to a particular geographical or political location that a participant of the tournament could not reasonably be expected to have knowledge of the place.

### **I. Challenging the definition**

1. The Leader of the Opposition may challenge the definition if it violates clause of these rules.
2. The Leader of the Opposition should clearly state that he or she is challenging the definition.
3. The Leader of the Opposition should substitute an alternative definition after challenging the definition of the Prime Minister.

### **J. Assessing the definitional challenge**

1. The adjudicator should determine the definition to be 'unreasonable'.
2. The onus to establish that the definition is unreasonable is on the members asserting that the definition is unreasonable.
3. Where the definition is unreasonable, the opposition should substitute an alternative definition that should be accepted by the adjudicator provided it is not unreasonable.
4. Where the definition of the Opening Government is unreasonable and an alternative definition is substituted by the Opening Opposition, the Closing Government may introduce matter which is inconsistent with the matter presented by the Opening Government and consistent with the definition of the Opening Opposition.
5. If the Opening Opposition has substituted a definition that is also unreasonable, the Closing Government may challenge the definition of the Opening Opposition and substitute an alternative definition.
6. If the Closing Government has substituted a definition that is also unreasonable (in addition to the unreasonable definitions of the Opening Government and Opening Opposition, the Closing Opposition may challenge the definition of the Closing Government and substitute an alternative definition.

### **K. The definition of matter**

1. Matter is the content of the speech. It is the arguments a debater uses to further his or her case and persuade the audience.
2. Matter includes arguments and reasoning, examples, case studies, facts and any other material that attempts to further the case.
3. Matter includes positive (or substantive) material and rebuttal (arguments specifically aimed to refute the arguments of the opposing team(s)). Matter includes Points of Information.

### **L. The elements of matter**

1. Matter should be relevant, logical and consistent.
2. Matter should be relevant. It should relate to the issues of the debate: positive material should support the case being presented and rebuttal should refute the material being

presented by the opposing team(s). The Member should appropriately prioritize and apportion time to the dynamic issues of the debate.

3. Matter should be logical. Arguments should be developed logically in order to be clear and well-reasoned and therefore plausible. The conclusion of all arguments should support the member's case.
4. Matter should be consistent. Members should ensure that the matter they present is consistent within their speech, their team and the remainder of the members on their side of the debate.
5. All Members should present positive matter (except the final two members in the debate) and all members should present rebuttal (except the first member in the debate). The Government Whip may choose to present positive matter.
6. All Members should attempt to answer at least two points of information during their own speech and offer points of information during opposing speeches.

#### **M. Assessing Matter**

1. The matter presented should be persuasive. 'The elements of matter' should assist an adjudicator to assess the persuasiveness and credibility of the matter presented.
2. Matter should be assessed from the viewpoint of the average reasonable person. Adjudicators should analyze the matter presented and assess its persuasiveness, while disregarding any specialist knowledge they may have on the issue of the debate. Members should not be discriminated against on the basis of religion, sex, race, color, nationality, sexual preference, age, social status or disability.
3. Points of information should be assessed according to the effect they have on the persuasiveness of the cases of both the member answering the point of information and the member offering the point of information.

#### **N. The definition of manner**

1. Manner is the presentation of the speech. It is the style and structure a member uses to further his or her case and persuade the audience.
2. Manner is comprised of many separate elements. Some, but not all, of these elements are listed below.

#### **O. The elements of style**

1. The elements of style include eye contact, voice modulation, hand gestures, language, the use of notes and any other element which may affect the effectiveness of the presentation of the member.
2. Eye contact will generally assist a member to persuade an audience as it allows the member to appear more sincere.
3. Voice modulation will generally assist a member to persuade an audience as the debater may emphasize important arguments and keep the attention of the audience. This includes the pitch, tone, and volume of the member's voice and the use of pauses.

4. Hand gestures will generally assist a member to emphasize important arguments. Excessive hand movements may however be distracting and reduce the attentiveness of the audience to the arguments.
5. Language should be clear and simple. Members who use language which is too verbose or confusing may detract from the argument if they lose the attention of the audience.
6. The use of notes is permitted, but members should be careful that they do not rely on their notes too much and detract from the other elements of manner.

**P. The elements of structure**

1. The elements of structure include the structure of the speech of the member and the structure of the speech of the team.
2. The matter of the speech of each member must be structured. The member should organize his or her matter to improve the effectiveness of their presentation. The substantive speech of each member should:
3. The matter of the team must be structured. The team should organize their matter to improve the effectiveness of their presentation. The team should:
  - a. contain a consistent approach to the issues being debated; and
  - b. allocate positive matter to each member where both members of the team are introducing positive matter; and
  - c. include: an introduction, conclusion and a series of arguments; and
  - d. be well-timed in accordance with the time limitations and the need to prioritize and apportion time to matter.

**Q. Assessing manner**

1. Adjudicators should assess the elements of manner together in order to determine the overall effectiveness of the member’s presentation. Adjudicators should assess whether the member’s presentation is assisted or diminished by their manner.
2. Adjudicators should not allow bias to influence their assessment. Members should not be discriminated against on the basis of religion, sex, race, color, nationality, language, sexual preference, age, social status or disability.

**R. The role of the adjudicator**

1. The adjudicator must:
  - Confer upon and discuss the debate with the other adjudicators;
  - Determine the rankings of the teams;
  - Determine the team grades;
  - Determine the speaker marks;
  - Provide a verbal adjudication to the members; and
  - Complete any documentation required by the tournament.
2. The adjudication panel should attempt to agree on the adjudication of the debate. Adjudicators should therefore confer in a spirit of cooperation and mutual respect
3. Adjudicators should acknowledge that adjudicators on a panel may form different or opposite views of the debate. Adjudicators should therefore attempt to base their

conclusions on these rules in order to limit subjectivity and to provide a consistent approach to the assessment of debates.

### S. Ranking teams

1. Teams should be ranked from first place to last place. First placed teams should be awarded three points, second placed teams should be awarded two points, third placed teams should be awarded one point and fourth placed teams should be awarded zero points.
2. Teams may receive zero points where they fail to arrive at the debate more than five minutes after the scheduled time for debate.
3. Teams may receive zero points where the adjudicators unanimously agree that the Member has (or Members have) harassed another debater on the basis of religion, sex, race, color, nationality, sexual preference or disability.
4. Adjudicators should confer upon team rankings. Where a unanimous decision cannot be reached after conferral, the decision of the majority will determine the rankings. Where a majority decision cannot be reached, the Chair of the panel of adjudicators will determine the rankings.

### T. Grading and marking the teams

1. The panel of adjudicators should agree upon the grade that each team is to be awarded. Each adjudicator may then mark the teams at their discretion but within the agreed grade. Where there is a member of the panel who has dissented in the ranking of the teams, that adjudicator will not need to agree upon the team grades and may complete their score sheet at their own discretion.
2. Team grades and marks should be given the following interpretation:

Grade	Marks	Meaning
A	180-200	<i>Excellent to flawless. The standard you would expect to see from a team at the Semi Final/Grand Final level of the tournament. The team has much strength and few, if any, weaknesses.</i>
B	160-179	<i>Above average to very good. The standard you would expect to see from a team at the finals level or in contention to make to the finals. The team has clear strengths and some minor weaknesses.</i>
C	140-159	<i>Average. The team has strengths and weaknesses in roughly equal proportions.</i>
D	120-139	<i>Poor to below average. The team has clear problems and some minor strength.</i>
E	100-119	<i>Very poor. The team has fundamental weaknesses and few, if any, strengths.</i>

3. Individual members' marks should be given the following interpretation:

<b>Grade</b>	<b>Marks</b>	<b>Meaning</b>
A	90-100	<i>Excellent to flawless. The standard of speech you would expect to see from a speaker at the Semi Final/Grand Final level of the tournament. This speaker has much strength and few, if any, weaknesses.</i>
B	80-89	<i>Above average to very good. The standard you would expect to see from a speaker at the finals level or in contention to make to the finals. This speaker has clear strengths and some minor weaknesses.</i>
C	70-79	<i>Average. The speaker has strengths and weaknesses and roughly equal proportions.</i>
D	60-69	<i>Poor to below average. The team has clear problems and some minor strength.</i>
E	50-59	<i>Very poor. This speaker has fundamental weaknesses and few, if any, strengths.</i>

#### **U. Verbal adjudications**

1. At the conclusion of the conferral, the adjudication panel should provide a verbal adjudication of the debate.
2. The verbal adjudication should be delivered by the Chair of the adjudication panel, or where the Chair dissents, by a member of the adjudication panel nominated by the Chair of the panel.
3. The verbal adjudication should not exceed 10 minutes.
4. The members must not harass the adjudicators following the verbal adjudication.
5. The members may approach an adjudicator for further clarification following the verbal adjudication; these inquiries must at all times be polite and non-confrontational.
  - a. identify the order in which the teams were ranked
  - b. explain the reasons for the rankings of team, ensuring that each team is referred to in this explanation; and
  - c. provide constructive comments to individual members where the adjudication panel believes this is necessary.

## II. NEWSCASTING COMPETITION

News Casting Competition participants are to display competence in presenting various types of news items to be broadcast on radio and television, which require competence in language, rhetoric, and the use of paralinguistic communication such as voice modulation, poise and gestures as well as the ability to follow cues.

1. The contest will be conducted in a broadcasting studio.
2. The contest will consist of the Preliminary and Final Rounds.
3. In the Preliminary Round(s) participants will perform twice, each on the following categories:
  - a. Television Newscasting.
  - b. Radio Newscasting.
4. The Preliminary Round will be structured parallel in one day, with such a way that all of the participants will deliver Television Newscast in the Preliminary Round on the first breakout room, and Radio Newscast on the second breakout room. The Executive Organizing Committee will also provide the topics and raw materials for the participants.
5. Lots are drawn at the technical meeting to assign random numbers to the participants to determine the time for their respective performances.
6. Television Newscast participants are to prepare and present a set of two (2) news item consisting of a piece of hard and a piece of soft news to be presented for television broadcast, based on raw materials prepared by the committee as well as those acquired through their own research and development, adhering to following rules.
  - a. The committees provide equipment on which scrolling texts (or teleprompter) are displayed from which the participants will read.
  - b. The presentation will be structured as follows:
    - i. Introductory Jingle**  
Six seconds jingle will be played as the news program's opening remark
    - ii. Introduction**  
Participants are allowed to make up the name of the television channel, the news program and the tagline
    - iii. A piece of hard news**  
Participants are presenting the news sitting down and are reading the scrolling text provided by the committees
    - iv. Transition from hard news to soft news**  
Participants are to prepare the bridging from hard news to soft news
    - v. A piece of soft news**  
Participants are presenting the news sitting down and are reading the scrolling text provided by the committees
    - vi. Transition from soft news to commercial break**  
Participants are to prepare the bridging from hard news to commercial break and weather forecast

**vii. Commercial break**

The committees will play a 30 seconds-commercial break video

**viii. One-minute Weather Forecast**

A map with some cities' weather forecast is prepared by the Executive Organizing Committee. Participants are to present the weather forecast in several cities in one minute

**ix. Closing remark**

Participants are to prepare a closing statement for the whole television news program

**x. Closing Jingle**

Six seconds jingle will be played as the news program's opening remark

- c. The presentation is to be delivered in exactly **five (5) minutes**. Ten percent (10%) of the total score for participants' failure to comply with these time constraints.
- d. The Participants will be judged based on the following scoring categories.
- i. **Introduction:** Opening impact on audience (10%)
  - ii. **Content:** Clear and relevant questions and responses, comprehending messages, structure and coherence (20%)
  - iii. **Use of Language:** Pronunciation, syllabic stresses, use of structure, diction (15%)
  - iv. **Delivery:** Voice, Tone, Intonation, transition, attitude, pace and pitch (15%)
  - v. **Gesture:** Eye contact, body gesture, posture, self-esteem (15%).
  - vi. **Grooming** (5%)
  - vii. **Effective Closing** (10%)
  - viii. **Time management** (10%)
- Score range for TV Newscasting time management:
- Exactly 5 minutes : 100
  - 4'59" – 4'55" or 5'01" – 5'05" : 90
  - 4'55" – 4'50" or 5'05" – 5'10" : 80
  - 4'50" – 4'45" or 5'10" – 5'15 : 70
  - More than 15 seconds overtime or undertime : 60

7. Radio Newscast participants are to present a set of two (2) news items to be presented for radio broadcast consisting of a piece of hard and a piece of soft news, based on a text prepared by the committee but to be further revised and edited by the participants, adhering to following rules.

- a. The participant is expected to deliver the news item in a manner appropriate for young adult-to-adult audiences in accordance with the type of news items being presented.
- b. The presentation will be structured as follows:
  - i. **Introduction**  
Participants are allowed to make up the name of the radio, frequency, the news program and the tagline
  - ii. **A piece of hard news**



**iii. Transition from hard news to commercial break**

Participants are to prepare the bridging from hard news to commercial break

**iv. Commercial Break**

A brand and its description are prepared by the Executive Organizing Committee. Participants are to promote the brand orally and are allowed to make up some details about the brand's promotion.

**v. Transition from commercial break to soft news**

Participants are to prepare the bridging from commercial break to soft news

**vi. A piece of soft news**

**vii. Closing remark**

Participants are to prepare a closing statement for the radio news program

c. The presentation is to be delivered in exactly **three (3) minutes**. Ten percent (10%) of the total score for participants' failure to comply with this time constraint.

d. The Participants will be judged solely on their vocal performance and not their appearance based on the following scoring categories.

i. **Introduction:** Opening impact on audience (10%)

ii. **Content:** Clear and relevant questions and responses, comprehending messages, structure and coherence (20%)

iii. **Use of Language:** Pronunciation, syllabic stresses, use of structure, diction (25%)

iv. **Delivery:** Voice, Tone, Intonation, transition, attitude, pace and pitch (25%)

v. **Effective Closing** (10%)

vi. **Time management** (10%)

Score range for Radio Newscasting time management:

- Exactly 3 minutes : 100
- 2'59" – 2'55" or 3'01" – 3'05" : 90
- 2'55" – 2'50" or 3'05" – 3'10" : 80
- 2'50" – 2'45" or 3'10" – 3'15" : 70
- More than 15 seconds overtime or undertime : 60

8. The Final Round will be divided into two finals. The scores from the categories of Radio and Television Newscasts in the Preliminary Round will be accumulated and will be sorted from the highest to the lowest, and will be divided into two finals:

**a. Master Final**

Participants who ranked one (1) to twelve (12) are to enter the Master Final round.

**b. Novice Final**

Participants who ranked thirteen (13) to twenty-four (24) are to enter the Novice Final round.

The names of all the finalists will be announced at the end of the preliminary round.

9. Each master finalist will perform as a Television Host carrying out one (1) interview with one (1) source person, the role of which is played by a neutral person assigned by the Executive Organizing Committee, in which each Master Finalist as the interviewer

designs the course of the interview, prepares questions, and respond to the answers provided by the source person, preceded by a presentation of a news item to give context to the in-studio interview adhering to the following rules.

- a. The topic to be developed for the Television Hosting, will be published prior to the commencement of the Master Final Round.
- b. The interview will be structured as follows:

- i. **Introduction**

Master finalists are allowed to make up the name of the television channel, the interview program and the tagline. A brief introduction to the source person needs to be reported in this session

- ii. **Interview of source person**

Master finalists are to ask the source person list of questions based on the topic given by the Executive Organizing Committee. Responses to the answers given by the source person is also one of the important evaluation points.

- iii. **Closing remarks**

Master finalists are to prepare a closing statement from the interview program.

- c. The entire performance is to be carried out in exactly **five (5) minutes**.
- d. The master finalists are allowed to bring one (1) small note and one (1) pen while hosting the television interview program.
- e. The master finalists will be judged only as the interviewer based on the following scoring categories.

- i. **Introduction:** Opening impact on audience (10%)
  - ii. **Content:** Clear and relevant questions and responses, comprehending messages, structure and coherence (20%)
  - iii. **Use of Language:** Pronunciation, syllabic stresses, use of structure, diction (15%)
  - iv. **Delivery:** Voice, Tone, Intonation, transition, attitude, pace and pitch (15%)
  - v. **Gesture:** Eye contact, body gesture, posture, self-esteem (15%).
  - vi. **Grooming** (5%)
  - vii. **Effective Closing** (10%)
  - viii. **Time management** (10%)

Score range for Master Final time management:

- Exactly 5 minutes : 100
- 4'59" – 4'55" or 5'01" – 5'05" : 90
- 4'55" – 4'50" or 5'05" – 5'10" : 80
- 4'50" – 4'45" or 5'10" – 5'15 : 70
- More than 15 seconds overtime or undertime : 60

- f. All master finalists without exception must be present in the preparation room for the whole duration of the Master Final Round.

10. Each novice finalist will perform as a Television Reporter carrying out one (1) impromptu live report prepared by the Executive Organizing Committee, in which each

Novice Finalist as the reporter present a news item in the form of a live report adhering to the following rules.

- a. The topic to be developed for the Live Report will be published prior to the commencement of the Final Round.
- b. A virtual background which represents the live news topic will be provided by the Executive Organizing Committee.
- c. The interview will be structured as follows:

- i. Introduction**

Novice finalists are allowed to make up the name of the television channel, the live report program and the tagline.

- ii. Live Report**

Novice finalists are to report the topic as a live report news item.

- iii. Closing remarks**

Novice finalists are to prepare a closing statement from the interview program.

- c. The entire performance is to be carried out in exactly two (2) minutes.
- d. The novice finalists are not allowed to bring any notes.
- e. The novice finalists will be judged only as the live reporter based on the following scoring categories.
  - i. **Introduction:** Opening impact on audience (10%)
  - ii. **Content:** Clear news item, comprehending messages, structure and coherence (20%)
  - iii. **Use of Language:** Pronunciation, syllabic stresses, use of structure, diction (15%)
  - iv. **Delivery:** Voice, Tone, Intonation, transition, attitude, pace and pitch (15%)
  - v. **Gesture:** Eye contact, body gesture, posture, self-esteem (15%).
  - vi. **Grooming** (5%)
  - vii. **Effective Closing** (10%)
  - viii. **Time management** (10%)

Score range for Novice Final time management:

● Exactly 2 minutes	: 100
● 1'59" – 1'55" or 2'01" – 2'05"	: 90
● 1'55" – 1'50" or 2'05" – 2'10"	: 80
● 1'50" – 1'45" or 2'10" – 2'15"	: 70
● More than 15 seconds overtime or undertime	: 60
- f. All novice finalists without exception must be present in the preparation room for the whole duration of the Novice Final Round.

11. All Finalists will get the chance to win championship titles as follow:

- a. Master final:
  - i. 4 (four) Gold Medalists, "Champion" title for the best performer
  - ii. 4 (four) Silver Medalists
  - iii. 4 (four) Bronze Medalists

- b. Novice final:
  - i. 4 (four) Gold Medalists
  - ii. 4 (four) Silver Medalists
  - iii. 4 (four) Bronze Medalists

12. Participants must wear their formal apparel (alma mater jackets or uniform are prohibited) during this competition. The denim wearing will cause the disqualification of the participant.

13. Newscasting scoring rubric:

Category	Excellent (90-100)	Good (80-89)	Adequate (70-79)	Inadequate (60-69)
<b>Introduction</b>	Clearly, quickly established the focus of the presentation, gained audience attention	Established focus by the end of the intro, but went off on a tangent or two. Gained attention.	Audience had an idea of what was coming, but the intro did not clarify the main focus.	Little or no intro, such that audience did not know the speakers main focus.
<b>Clarity, Organization and control</b>	Main points clearly stated and explained; logical, smooth organization and good flow with smooth <b>transitions in bridging</b> with great variety of sign posting; accurate timing.	Main points fairly clear; some missing links or transitions. Use of signposting marks is heard; accurate timing.	Main points must be inferred by Audience (audience has to give effort to get the message); a bit hesitant but still manage to carry on. The transition is heard; timing is there although it is not accurate.	Presentation jumps among random topics. Main points unclear; lack of timing control.
<b>Content</b>	Evidence clearly presented. Thorough, Knowledgeable interesting, logical. Assumptions and Interpretations clear, and clearly identified.	Evidence perhaps not quite clearly separated from assumptions and interpretation of Evidence, but story is logical.	Evidence, assumptions, and interpretation difficult to untangle from one another.	Lacks key observations. Evidence unclear. Appears largely opinion-based.

<b>Language Use</b>	Excellent and neat grammar; distinctive pronunciation and accurate syllabic and word stresses	Good grammar although one or two mistakes (but does not change meaning); good and clear pronunciation and stresses with one or two mistakes	The grammar is there but there are some mistakes which do not change meaning; quite clear pronunciation with inaccurate stresses in some parts	Grammatical mistakes are repeated and pronunciation and stresses are rather disturbing
<b>Style &amp; Delivery</b>	Audience could see & hear speakers clearly. Effective pauses and verbal intonation; great control of the voice;	Audience could see & hear speakers clearly, Most pauses & verbal intonation were effective; effort to control voice is noticeable;	Audience could mostly see & hear speakers. Speakers show some hesitation or uncertainty; voice control is weak;	Speakers spoke to the screen or mostly to one person in the audience. Poorly timed. Appears to have not practiced.
<b>Gesture</b>	Eye contact focuses on audience, upright yet relaxed posture, using proper hand gesture if necessary, confident, firm yet friendly.	Eye contact focuses on the audience but sometimes distracted, slouching body gesture, tense posture, flat expression.	Eye contact cannot focus on the audience, seems to be reading the script, slouching body gesture, tense posture, nervous appearance.	Not able to make eye contact with the audience, no hand gestures at all, stiff, nervous appearance.
<b>Grooming</b>	Wearing a well-cut formal suit (male) and blazer (female); the colors of the suit/blazer and shirt are easy on the eye and not immersed in the virtual background; neatly styled hair or formally simple styled hijab; wearing simple make-up.	Wearing a well-cut formal suit (male) and blazer (female); the color of the suit/blazer and shirt does not match but not immersed in the virtual background; over styled hair or over styled hijab; wearing too much make-up.	Wearing a formal suit (male) and blazer (female); the color of the suit/blazer and shirt does not match; the outfit is immersed in the virtual background; over styled hair or over styled hijab; wearing too much make-up.	Not wearing a formal suit (male) and blazer (female); the outfit is immersed in the virtual background; over styled hair or over styled hijab; wearing too much make-up or wearing no make-up (female); messy haircut (male).

<b>Summary</b>	Conclusions clearly stated. Summary integrated main points and brought the presentation to a logical & effective closure	Conclusions stated. Summary perhaps not quite fully supported by evidence shown, but main points clear.	Summary shown but poorly explained by speaker. Audience has to summarize for themselves.	Conclusion is missing or irrelevant.
<b>Closing</b>	Clearly, summarize the news and impressively close the show.	A little twisted in summarizing the news but it ended quite impressively.	Audience had an idea of what was coming, but the news closed abruptly.	Little or no closing, such that audience did not know the speakers close the show.
<b>Addressing questions</b>	Relevant and most important questions which represent the audience in general; the questions are easy to understand with appropriate wordings.	Relevant questions; can be important and sound enough to represent the audience curiosity. The questions are quite clear with good enough wordings.	Fairly relevant although they are not that important and may not represent the audience expectation; the interviewee has to confirm or check the question to understand	Irrelevant questions and not quite important. They are unclear and the interviewee has to ask again what they actually mean
<b>Time Management</b>	<ul style="list-style-type: none"> <li>· Precisely manage the timing according to the rules, not undertime nor overtime (Score: 100)</li> <li>· 5 seconds undertime or overtime (Score: 90)</li> </ul>	10 seconds overtime or undertime (Score: 80)	15 seconds overtime or undertime (Score: 70)	More than 15 seconds overtime or undertime (Score: 60)

## 14. Evaluation sheets

**Evaluation Sheet  
TV Newscasting - 5 minutes**

Participant's Name : \_\_\_\_\_

Adjudicator's Name : \_\_\_\_\_

Adjudicator's Code : \_\_\_\_\_

Aspect	Weighing	Excellent	Good	Adequate	Inadequate	Total
		90-100	80-89	70-79	60-69	
<b>Introduction:</b> Opening impact on audience	10%					
<b>Content:</b> Clear news item, comprehending every item, structure and coherence	20%					
<b>Use of Language:</b> Pronunciation, syllabic stresses, use of structure, diction	15%					
<b>Delivery:</b> Voice, tone, intonation, transition, attitude, pace and pitch	15%					
<b>Gesture:</b> Eye contact, body gesture, posture, self esteem	15%					
<b>Grooming</b>	5%					
<b>Effective Closing</b>	10%					
<b>Time Management</b>	10%					
<b>Total</b>	100%					

Note: \_\_\_\_\_

Signature: \_\_\_\_\_

**Evaluation Sheet  
Radio Broadcasting - 3 minutes**

Participant's Name : \_\_\_\_\_

Adjudicator's Name : \_\_\_\_\_

Adjudicator's Code : \_\_\_\_\_

Aspect	Weighing	Excellent	Good	Adequate	Inadequate	Total
		90-100	80-89	70-79	60-69	
<b>Introduction:</b> Opening impact on audience	10%					
<b>Content:</b> Clear news item, comprehending every item, structure and coherence	20%					
<b>Use of Language:</b> Pronunciation, syllabic stresses, use of structure, diction	25%					
<b>Delivery:</b> Voice, tone, intonation, transition, attitude, pace and pitch	25%					
<b>Effective Closing</b>	10%					
<b>Time Management</b>	10%					
<b>Total</b>	100%					

Note: \_\_\_\_\_

Signature: \_\_\_\_\_

**Evaluation Sheet**  
**Master Final Round of Newscasting - Interview/Talk Show (5 minutes)**

Participant's Name : \_\_\_\_\_

Adjudicator's Name : \_\_\_\_\_

Adjudicator's Code : \_\_\_\_\_

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Aspect	Weighing	Excellent	Good	Adequate	Inadequate	Total
		90-100	80-89	70-79	60-69	
<b>Introduction:</b> Opening impact on audience	10%					
<b>Content:</b> Clear and relevant questions and responses, comprehending messages, structure and coherence	20%					
<b>Use of Language:</b> Pronunciation, syllabic stresses, use of structure, diction	15%					
<b>Delivery:</b> Voice, tone, intonation, transition, attitude, pace and pitch	15%					
<b>Gesture:</b> Eye contact, body gesture, posture, self esteem	15%					
<b>Grooming</b>	5%					
<b>Effective Closing</b>	10%					
<b>Time Management</b>	10%					
<b>Total</b>	100%					

Note: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**Evaluation Sheet**  
**Novice Final Round of Newscasting - Live Report (2 minutes)**

Participant's Name : \_\_\_\_\_

Adjudicator's Name : \_\_\_\_\_

Adjudicator's Code : \_\_\_\_\_

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Aspect	Weighing	Excellent	Good	Adequate	Inadequate	Total
		90-100	80-89	70-79	60-69	
<b>Introduction:</b> Opening impact on audience	10%					
<b>Content:</b> Clear news item, comprehending messages, structure and coherence	20%					
<b>Use of Language:</b> Pronunciation, syllabic stresses, use of structure, diction	15%					
<b>Delivery:</b> Voice, tone, intonation, transition, attitude, pace and pitch	15%					
<b>Gesture:</b> Eye contact, body gesture, posture, self esteem	15%					
<b>Grooming</b>	5%					
<b>Effective Closing</b>	10%					
<b>Time Management</b>	10%					
<b>Total</b>	100%					

Note: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_



### **III. SPEECH CONTEST**

Speech Contest is to give participants the opportunity to improve their speaking abilities or to establish contacts within a group of people individually. In this case, the participants are to display competence in presenting various types of speech genres which require competence in language, rhetoric, and the use of paralinguistic communication such as voice modulation, poise and gestures.

#### **A. COMPETITION FORMAT**

1. The contest will consist of the Preliminary and Final Rounds.
2. In the Preliminary Rounds participants must perform once in each day with the following categories:
  - Demonstrative Speech
  - Special Occasion
3. Lots are drawn at the technical meeting to assign random numbers to the participants to determine the time for their respective performances.
4. Twenty four (24) best performers (finalists) in Preliminary Round will be announced at the end of the rounds and proceed to final rounds of Master and Novice.
5. Master Final  
Participants ranked one (1) to ten (12) are to enter the Master Final round. The participants proceeding to this final round will then be given a chance to perform a Public Address speech genre.
6. Novice Final Participants ranked eleven (13) to twenty (24) are to enter the Novice Final round. The participants proceeding to this final round will then be given a chance to perform an Oratory speech genre.
7. All Finalists will be awarded as follows :
  - A. Master finalists
    - 4 Gold Medallists – the best performer will be awarded as The Champion
    - 4 Silver Medallists
    - 4 Bronze Medallists
  - B. Novice finalists
    - 4 Gold Medallists
    - 4 Silver Medallists
    - 4 Bronze Medallists

#### **B. GENRE CATEGORIES**

##### **1. DEMONSTRATIVE SPEECH**

###### **a. Definition of the Category: .**

A Demonstrative Speech explains how to do something or how something works. Visual aids (objects / realia / charts / graphs / diagrams / maps / pictures, etc.) are optional and may be used to enhance the demonstration but are not to take the place of objects or activity. The speech must be instructive and present valuable and significant information.

b. Purpose of the Category:

To develop skills in expository speaking with emphasis on skill in exhibiting a process using objects or physical activity.

c. General Rules:

- The speech must be original with the participant.
- The topics to perform are not provided by the committee. The participants are suggested - yet not restricted - to perform his/her own topics relevant to his/her domain of studies.
- A table or desk will be supplied by committee.
- When needed, all visual aids, properties and equipment are to be supplied by the speaker.
- When pictures are needed for the demonstration, there should be no word added to the pictures.
- Prohibits the use of properties or equipment endangering the health or safety of the participant, audience or judge
- One other person, and only one, may assist the demonstrator to prepare / set the needed things only. When needed, the participant should provide his/her assistant – the committee is not in charge of providing the participant’s assistant.
- Ideal performing time is : 7 minutes, including set up and strike down. A 15 second grace period is allowed below or over the ideal time, by which some points will be deducted from that evaluation item dealing with rate.
- In case of emergency, a participant may request to cancel his/her speech - as long as it is not exceeding one minute of his her performance - and may be given a chance to restart his/her performance only once.
- A participant encountering trouble resulting in quitting his/her performance after performing for more than 5 minutes will be considered valid to score and not need to repeat his/her performance.
- A participant encountering trouble resulting in quitting his/her performance after performing between 3-4 minutes performance may repeat his/her performance under confirmation of the jury.
- A participant encountering trouble resulting in quitting his/her performance after performing before 2 minutes performance must repeat his/her performance. Repeating performance due to troubles should be under coordination with the committee and accommodated by the end of the day session.

d. Criteria for Evaluation:

- The evaluation will take into account the following criteria:
- The extent to which the topic content reflected value or significance to the speaker.
- The extent to which the use of physical activity visible and effectively incorporated into the demonstration process.
- The extent to which the presentation:
  - (a) achieved effective organization, and

- (b) employed effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices.
- The extent to which the vocal presentation is appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
- The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.

## 2. SPECIAL OCCASION SPEECH

### a. Definition of the Category:

The challenge to the speaker is to make an appropriate presentation which responds to the constraints of the occasion (including the probable audience). In considering the "appropriateness" of the speaker's work, attention will be paid to the purpose the speaker chooses, the position taken, the content, organization and general stylistic "tone," and the manner of delivery. It is possible that a speech may pursue more than one of the standard general purposes of informing, persuading, and entertaining.

### b. Purpose of the Category:

To develop skills related to adapting oral presentations to specific situational demands.

### c. General Rules:

- Prior to the presentation, the participant is to announce which of the provided topic / situations he/she has been chosen. This announcement must be brief and is not considered part of the presentation on which the student will be evaluated.
- The ideal performing time limit is : 5 minutes. A 15 second grace period is allowed, after which some point will be deducted from that evaluation item dealing with rate.
- The use of both sides of one 4x6 cm note card (paper) is optional. The use of 4x6 cm note paper / card is NOT substitutive with any kind of handheld gadget.
- In case of emergency, a participant may request to cancel his/her speech - as long as it is not exceeding one minute of his her performance - and may be given chance to restart his/her performance only once.
- A participant encountering a trouble resulting in quitting his/her performance after performing for more than 4 minutes will be considered valid to score and not need to repeat his/her performance.
- A participant encountering trouble resulting in quitting his/her performance after performing between 3-4 minutes performance may repeat his/her performance under confirmation of the jury.
- A participant encountering trouble resulting in quitting his/her performance after performing before 2 minutes performance must repeat his/her performance. Repeating performance due to troubles should be under coordination with the committee and accommodated by the end of the day session.

d. The Topic Options

Every participant is to choose one of the following topics to perform:

- a. Valedictorian speech (best student speech in a graduation)
- b. A farewell address of a successful manager
- c. Tribute Speech to an outstanding figure of sports / technology figure.

e. Criteria for Evaluation

The evaluation will take into account the following criteria:

- The extent to which the apparent specific purpose was appropriate to the occasion.
- The extent to which the content and organization of the speech fulfilled the speaker's purpose. Researched material must be verbally attributed to a source(s).
- The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices.
- The extent to which the vocal presentation was clear and appropriate to the chosen occasion, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
- The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as the use of a note card, facial expression, eye contact, gestures and bodily movement

3. ORATORY SPEAKING

a. Definition of the Category:

In Oratory, the oration is expected to be a thoroughly prepared, well composed, well expressed speech of exhortation on a significant topic. As such, the oration must be unequivocally persuasive in its purpose. It may fulfill its persuasiveness. The challenge to the speaker is to make an appropriate presentation which responds to the constraints of the occasion (including the probable audience). In considering the "appropriateness" of the speaker's work, attention will be paid to the purpose the speaker chooses, the position taken, the content, organization and general stylistic "tone," and the manner of delivery. It is possible that a speech may pursue more than one of the standard general purposes of informing, persuading, and entertaining.

2. Purpose of the Category:

To develop skill in composing and presenting a formal speech on a significant topic.

c. General Rules:

- Prior to the presentation, the participant is to announce which of the provided topics / situations he/she has been chosen. This announcement must be brief and is not considered part of the presentation on which the student will be evaluated.

- The ideal performing time limit is : 5 minutes. A 15 second grace period is allowed, after which some point will be deducted from that evaluation item dealing with rate.
- The use of both sides of one 4x6 cm note card (paper) is optional. The use of 4x6 cm note paper / card is NOT substitutive with any kind of handheld gadget.
- In case of emergency, a participant may request to cancel his/her speech - as long as it is not exceeding one minute of his her performance - and may be given a chance to restart his/her performance only once.
- A participant encountering a trouble resulting in quitting his/her performance after performing for more than 4 minutes will be considered valid to score and not need to repeat his/her performance.
- A participant encountering trouble resulting in quitting his/her performance after performing between 3-4 minutes performance may repeat his/her performance under confirmation of the jury.
- A participant encountering trouble resulting in quitting his/her performance after performing before 2 minutes performance must repeat his/her performance. Repeating performance due to troubles should be under coordination with the committee and accommodated by the end of the day session.

d. The Topic Options

Every participant is to choose one of the provided topics to perform.

(to be announced after the preliminary rounds breaking announcement)

e. Criteria for Evaluation:

- The extent to which the apparent specific purpose was appropriate to the occasion.
- The extent to which the content and organization of the speech fulfilled the speaker's purpose. Researched material must be verbally attributed to a source(s).
- The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices.
- The extent to which the vocal presentation was clear and appropriate to the chosen occasion, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
- The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as the use of a note card, facial expression, eye contact, gestures and bodily movement.

4. PUBLIC ADDRESS

a. Definition of the Category:

The challenge to the speaker is to contribute to the public dialog on a contemporary issue by presenting a well-informed statement which is directly responsive to a question about that issue. The speaker is to be knowledgeable and is to use quality supporting material to substantiate his/her position. As in all speaking categories, the Public Address speech is to be well organized, clear, and effectively presented.

b. Purpose of the Category:

To develop the skill of providing a directly responsive statement to an issue of current public discussion.

c. General Rules:

- Prior to the presentation, the participant is to announce which of the provided topic / situations he/she has been chosen. This announcement must be brief and is not considered part of the presentation on which the student will be evaluated.
- The ideal performing time limit is : 5 minutes. A 15 second grace period is allowed, after which some point will be deducted from that evaluation item dealing with rate.
- The use of both sides of one 4x6 cm note card (paper) is optional. The use of 4x6 cm note paper / card is NOT substitutive with any kind of handheld gadget.
- In case of emergency, a participant may request to cancel his/her speech - as long as it is not exceeding one minute of his her performance - and may be given a chance to restart his/her performance only once.
- A participant encountering a trouble resulting in quitting his/her performance after performing for more than 4 minutes will be considered valid to score and not need to repeat his/her performance.
- A participant encountering trouble resulting in quitting his/her performance after performing between 3-4 minutes performance may repeat his/her performance under confirmation of the jury.
- A participant encountering trouble resulting in quitting his/her performance after performing before 2 minuteS performance must repeat his/her performance. Repeating performance due to troubles should be under coordination with the committee and accommodated by the end of the day session.

d. Criteria for Evaluations:

- The extent to which a direct and well-defined response to the question was provided.
- The extent to which the speaker analyzed and organized the ideas to provide The answer.
- The extent to which the content supported the main idea with worthwhile evidence, and employed effective language skills including such items as use of transitions and clear, vivid and appropriate word choices. Researched material must be verbally attributed to a source(s).
- The extent to which the vocal presentation was clear and appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
- The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.

e. The Topics

Every participant is to choose one of the provided topics to perform:  
(to be announced after the preliminary rounds breaking announcement)

5. SCORING RUBRICS AND EVALUATION SHEETS

The committee will provide a tabulation system for the scoring process. A special team will be in charge of designing and handling the calculation process up to finding out the winners based on the scores provided by the juries. Mainly, the evaluation sheets can be described as follows.

**SPEECH CONTEST SCORING RUBRIC**

AREA OF ASSESSMENT	SCORING CRITERIA	SCORE
<p>OPENING / INTRODUCTION = 10%</p> <p>How well the participant starts her/his speech</p>	<ul style="list-style-type: none"> <li>How well the opening statement (as hook) used to stimulate the audience’s enthusiasm to continue listening to her/his speech</li> </ul>	
	<ul style="list-style-type: none"> <li>How well the participant welcomes the audience</li> </ul>	
	<ul style="list-style-type: none"> <li>How well the participant introduces her/himself</li> </ul>	
	<ul style="list-style-type: none"> <li>How well the participant states the topic</li> </ul>	
	<ul style="list-style-type: none"> <li>How well the participant explains why the topic is important/relevant to the audience</li> </ul>	
<p>CONTENT = 30%</p> <p>How well the content is developed and organized.</p>	<ul style="list-style-type: none"> <li>How clearly the content is connected/linked to the introduced topic;</li> </ul>	
	<ul style="list-style-type: none"> <li>How clearly and logically the ideas are developed</li> </ul>	
	<ul style="list-style-type: none"> <li>How well the evidences and cases are used to support the logical argument</li> </ul>	
	<ul style="list-style-type: none"> <li>How the content of the speech adheres to the genre</li> </ul>	
<p>USE OF LANGUAGE = 20%</p> <p>How well grammar and diction are used</p>	<ul style="list-style-type: none"> <li>How well grammar is used (structure, S-V agreements, tenses, etc)</li> </ul>	
	<ul style="list-style-type: none"> <li>How well vocabulary /diction is used (pronunciation accuracy, appropriateness of word choices, idiomatic expressions, collocation, word variation )</li> </ul>	
<p>DELIVERY = 30%</p> <p>How well paralinguistic and rhetorical features</p>	<ul style="list-style-type: none"> <li>How fluently the speech is delivered (hesitation, irrelevant pauses, irrelevant fillers)</li> </ul>	
	<ul style="list-style-type: none"> <li>How well the vocal quality is presented (articulated, voice volume, rate, pitch, intonation)</li> </ul>	

of the speech are applied	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<ul style="list-style-type: none"> <li>• How well the physical presence is performed (gestures, facial expressions, eye contact, body movement)</li> </ul>	
CONCLUSION = 10% How well the participant closes her/his speech	<ul style="list-style-type: none"> <li>• How well the summary/wrap-up of the speech is linked-back to the content</li> </ul>	
	<ul style="list-style-type: none"> <li>• How well the closing statement is used to leave impression to the audience</li> </ul>	

### Score Range

Quality	Poor	Mediocre	Fair	Good	Excellent
Score	50 - 61	61 - 70	71 - 80	81 - 90	91 - 100



## IV. STORY TELLING COMPETITION

### 1. General Concept

#### **Purpose**

To develop skill in presenting imaginative material of the narrative form

#### **Definition**

To tell a story is to chronicle events. The burden of the storyteller is to chronicle those events in a coherent, unified, clear, and interesting manner. The storyteller may use vocal variation and physical movement to suggest different characters and character relationships in order to make the story clearer and more interesting. The storyteller must sit in a chair; other costumes or props are not permitted. It should be remembered throughout that the emphasis of the storyteller's art is on the teller as intermediary or narrator. The student is expected to "demonstrate a sense of audience", that is, tell the chosen story in such a manner that it would be suitable for the intended audience, be it young children, teenagers, adults or chronologically advanced.

### 2. Competition Format

The competition consists of 2 preliminary rounds and the grand finals which respectively consist of the top ten finalists (ranks 1 to 12) for the Master category and the second top ten finalists (ranks 13 to 24) for the Novice category.

### 3. Topics

#### **Preliminary Rounds:**

The two preliminary rounds are named Prelim A and Prelim B with the following prepared topic areas:

<b>Prelim A</b>	You must prepare a zero-to-hero story.	7 minutes
<b>Prelim B</b>	You must prepare a story about a bully who learns a lesson.	7 minutes

## Grand Finals

All the topics in each of these rounds are impromptu with the following challenges:

<b>Final Master</b>	A story feeder will be provided by the committee 30 minutes before you present.	7 minutes
<b>Final Novice</b>	A topic will be provided by the committee 30 minutes before you present.	7 minutes

### 4. Rules

1. A brief introduction identifying the author, title and intended audience is required.
2. No other costumes, props, or visual material may be used.
3. Vocal music, if used, must be incidental and consist of no more than thirty (30) seconds total.
4. Notes are not permitted.
5. The maximum time limit is 7 minutes with a 15 second grace period after which the timer will start although the participant has not started.
6. The participants may sit down.
7. Each of the participants must sign a consent form of integrity, being free from any form of misconduct during the virtual competition.

### 6. Criteria for Evaluation

1. The extent to which the story is told constitutes a coherent, spontaneous, and unified narrative appropriate to the topic area.
2. The extent to which the teller's choice of language and introduction was appropriate to the chosen story and audience.
3. The extent to which nonverbal expressions, including such items as gestures, facial expression and bodily movement contributed to clarity.
4. The extent to which vocal aspects of the performance were appropriate and enhancing to the meaning of the story, including such items as articulation, pronunciation, vocal clarity, volume, rate and pitch.
5. The extent to which the suggestion of character and character relationship was appropriate to the material.

### 7. Procedure

#### Preliminary

Day 1:

1. All participants must come to the storytelling section 30 minutes before the draw to get the number.
2. All participants will be divided into two groups. One group will be in Room A for preliminary A and the other B for preliminary B.
3. In each of the rooms the chair will take roll calls
4. The participants will perform based on the draw number in each room.

Day 2:

1. All participants must come 30 minutes before the competition starts.
2. The committee will swap the groups (Breakout Room A to B and vice versa) and enter the room.
3. The chair in each room will take roll calls.
4. The participants will perform based on the draw number in each room.
5. 60-minute break
6. All the participants will enter the main hall for the breaking announcement.

## **Final**

Day 3

Master

1. The Master finalists must come to the storytelling section 30 minutes before the competition starts for the roll call and the draw.
2. The first participant will be summoned to enter the preparation room and will be given a prompt. The preparation is 30 minutes before the presentation in the adjudication room.
3. After 10 minutes, the next participant will enter the prep room for 30 minutes preparation based on the given prompt. This will go the same way with the next participant every 10 minutes.

Novice

1. The Novice finalists must come to the storytelling section 30 minutes before the competition starts for the roll call and the draw.
2. The first participant will be summoned to enter the preparation room and will be given a prompt. The preparation is 30 minutes before the presentation in the adjudication room.
3. After 10 minutes, the next participant will enter the prep room for 30 minutes preparation based on the given prompt. This will go the same way with the next participant every 10 minutes.

## **8. Judging**

- A. Judges are selected on the basis of their communication skills; public speaking experience and their ability to tolerate polytechnics competitors.
- B. Judges give equal consideration to both speeches in the allocation of marks. Judging is a subjective process but will always be related to the nominated criteria and guidelines. The judging and evaluation criteria are attached to this document.

## **9. Awards**

Each of the Master and Novice Categories win the following awards:

- Champion
- Gold medalists 1 to 3
- Silver medalists 1 to 4
- Bronze medalists 1 to 4

## 10. Adjudication

All adjudicators must lodge in the Google spreadsheet right after each performance. Fill out by using figures NOT a tick.

Aspects	Weigh	Poor	Fair	Good	Excellent
		<67	68 – 78	79 - 89	90 - 100
Opening Impact (How he/she starts the story)	10%				
Content (Story development, signifying characters, verbalizing scenes)	30%				
Language use (use of grammar, pronunciations, syllabic stress, etc.)	25%				
Delivery (Voice, pace, intonation, volume, pitch, eye contact, facial expression, gestures, transition)	25%				
Closing (How he/she closes the story)	10%				
Total	100%				

## 11. Rubric

PARTS	Excellent	Good	Fair	Mediocre	Poor
Use of Language	All is very well verbalized with wide range of vocabulary use such as in describing the plot, setting, characterization and the likes signifying all the mental pictures and emotion in the audience; perfect to almost flawless use of grammar;	Most parts are quite well verbalized with a range of vocabulary use to describe the setting, plot, characterization; quite good in stimulating emotion; Quite good grammatical use with few insignificant mistakes	Some parts are well verbalized although the diction is missing; still trying to put effort into describing but eventually manage to carry on; some grammatical mistakes occur.	Many words are often repeated because of rather limited vocabulary but manage to narrate with few hesitations; grammatical mistakes are recurrent.	Very limited vocabulary use and a lot of hesitation in trying to narrate the story; grammatical use is hopeless and lead to misunderstanding

<b>PARTS</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Mediocre</b>	<b>Poor</b>
Delivery	Highly communicative, naturally fluent with very little interjection; no indication of memorizing whatsoever; great use of pitch, loudness, tone and mood, intonation and speed; Excellent use of signposting. Very good facial expressions and synchronous body gestures; great eye contact; Overall, stunning and astounding clearly marking important dramatic actions; great or surprising ending making it impressive and entertaining	Quite communicative and fluent with little hesitant and few interjections; still quite natural and good use of pitch, loudness, tone and mood and speed; signposting is there although little jumpy; no indication of memorizing; Facial expressions and body gesture are quite good although in some parts they are either overacting or missing; good effort in showing dramatic actions; still entertaining	In some parts communicative in others hesitant, still able to narrate; some parts good control of pitch, loudness, tone and mood; intonation is okay; a bit jumpy; Facial expressions are hardly seen; gestures and eye contact are seen but not all the time; effort to describe dramatic actions is seen though a bit plain; a few signposting markers are heard;	Showing little communicativeness; still indicating effort to remember the plot and actions; but manage to narrate hesitantly; the use of paralanguage is there but mostly plain; intonations are heard although some are plain; very little use of signposting markers; sometimes a bit lost but manage to continue till the end; facial expressions and gestures are sometimes missing of asynchronous; the story is completed but not entertaining	Indicating dependence on the memorizing practice but failing to present it or communicate it to the audience; clumsy and hesitant almost throughout the presentation; body language is rather distracting; fail to deliver the dramatic actions; and rather hasty
Closing	Able to round up the story very well; leaving the audience amazed and; highly impressive with clear message	Able to round up the story quite well and that's about all	the rounding up is there but a little bit confusing feeling that the story ends is somehow forced	The ending is a bit distracted because it is either overtime or the presenter is a bit confuse how to end it up, but finally it ends up all right	The closing is forced to stop but missing the turning point

## V. WRITING COMPETITION

### COMPETITION FORMAT

1. The contest consists of the Preliminary and Final Rounds.
2. In the Preliminary Round, the participants perform two writing: Letter Writing and Creative Nonfiction Writing.
3. In the Final Round, the participants perform Persuasive Writing.
4. Twenty-four (24) best writers in Preliminary Round will be divided into two finals:  
**Master Final**  
Participants ranked one (1) to twelve (12) are to enter the Master Final round. The participants proceeding to this final round will then be given a chance to write persuasive writing.  
**Novice Final**  
Participants ranked thirteen (13) to twenty-four (24) are to enter the Novice Final round. The participants proceeding to this final round will then be given a chance to write persuasive writing.
5. Each participant must perform all the writing using a PC in a computer laboratory provided by the Sriwijaya State Polytechnic.
6. No printed or digital dictionaries/references/sources/notes are allowed during the writing process.
7. Font Times New Romans, size 12, black color, Portrait layout, Margins 1 inch/2.54 cm all sides, 1 space, Paragraph Styles: Full Block, Block, Semi Block, or Intended, but must be consistent in writing.

### CONTEST CATEGORY

#### Letter Writing

1. Purpose  
To develop skills in letter writing with an emphasis on written communication in a specific situation.
2. Definition  
A letter writing is a form of non-fictional written, typed communication. This is usually written to facilitate communication between two individuals and is usually sent to the recipient via mail.

### 3. Rules

- a. The writing must be original and written in 60 minutes.
- b. The participant starts writing after the release of the writing prompt.
- c. The writing must be 500 words or fewer.
- d. All pieces should be typed and submitted as a Word document.
- e. The participants submit their writing through the link provided by the committee.
- f. Name the file: Name\_Institution\_Writing Category, example: Pujiwati/Poltek Sriwijaya/Letter Writing

### 4. Criteria for evaluation

- a. The extent to which the structure of writing followed the intended letter formats
- b. The extent to which the letter met the adherence to the theme
- c. The extent to which the writing reflected creativity and effective language skills including the use of appropriate word choice and acceptable grammatical order.

### 5. Prompts example

*Please reply to the following letter.*

*Michael Aryana,  
Jl. Sudirman 167/A Menteng,  
Central Jakarta.*

*Jakarta, May 23, 2023*

*Dear Mr. Danny Ferguson*

*I write to you on behalf of my organization "Save Earth". We are a group of ten teenagers working towards creating awareness amongst people for a greener city. We have carried out various awareness programs in your neighborhood in the recent past.*

*We write to you for your donation, with regard to our new program regarding ban on plastics. We intend to carry out this campaign by the end of this month in your neighborhood and are short of funds. We will be grateful if you can help us with your donation. We have heard about your interest in this regard and expect your generosity in the matter.*

*You can contact us on 08562667621 in this regard or we can call upon you at your convenience.*

*Thank you.*

*Best Regards,*

*Michael Aryana*

## Creative Nonfiction

### 1. Purpose

To develop skills in creative nonfiction writing that approach the subject matter through a more emotional lens.

### 2. Definition

A writing that incorporates different creative writing techniques and literary styles to convey truthful, non-fictional narratives. Creative nonfiction should (1) include accurate and well-researched information, (2) hold the interest of the reader, and (3) potentially blur the realms of fact and fiction in a pleasing, literary style (while remaining grounded in fact).

### 3. Rules

- a. The writing must be original and written in 60 minutes.
- b. The participant starts writing after the release of writing prompts.
- c. The writing must be 500 to 1000 words.
- d. All pieces should be typed and submitted as a Word document.
- e. Each piece should be titled and page numbered
- f. The participants submit their writing through the link provided by the committee.
- g. Name the file: Name\_Institution\_Writing Category, example: Pujiwati/Poltek Sriwijaya/Creative Non-fiction Writing

### 4. Criteria for evaluation

- a. Focus and organization:
  - The introduction: Introduces the characters - Introduces the situation, Makes the reader want to continue reading.
  - The events go in a logical order: there is a clear transition to link events.
  - The conclusion: Follows from the experiences; Effective closure to the narrative
- b. Evidence and Elaboration: The narrative correctly uses:
  - Dialogue
  - Developed characters
  - Detailed events
  - Precise vocabulary to describe
  - Relevant details in events
  - The narrative shows the writer's voice through word choice, sentence structure, and tone.
- c. Conventions: Capitalization, punctuation, grammar, and other mechanics are correct.

### 5. Prompt examples

- Choose a strong emotion and think of two memories associated with it. What are the links between those two memories?



- Write about a fork in the road in your life, and how you made the decision to go in the direction you did.
- Write about a moment in which you acted selflessly or against your benefit. What motivated you to do so? What were the circumstances? How did you feel afterward?

## **Persuasive Writing**

### 1. Purpose

To develop skills of persuasion in written form

### 2. Definition

A piece of writing that tries to convince or influence a reader to believe what you believe about a certain topic. It takes a position for or against something.

### 3. Rules

- The writing must be original and written in 60 minutes.
- The participant starts writing after the release of writing prompts.
- The writing must be 500 to 1000 words.
- All pieces should be typed and submitted as a Word document.
- Each piece should be titled and page numbered
- The participants submit their writing through the link provided by the committee.
- Name the file: Final\_Name\_Institution\_Writing Category, example:  
Master\_Pujiwati/Poltek Sriwijaya/Persuasive Writing

### 4. Criteria for evaluation

- Text structure: The organization of the structural components of a persuasive text (introduction, body, and conclusion) into an appropriate and effective text structure.
- Ideas: The selection, relevance, and elaboration of ideas for a persuasive argument.
- Persuasive devices: The use of a range of persuasive devices to enhance the writer's position and persuade the reader.
- Vocabulary: The range and precision of contextually appropriate language choices.
- Paragraphing: The segmenting of text into paragraphs that assists the reader to follow the line of argument.
- Sentence structure: The production of grammatically correct, structurally sound, and meaningful sentences.

### 5. Prompt examples

- People Be Allowed to Obscure Their Identities Online.
- Social media results are more harmful than good for children

## AWARDS

All 24 finalists get the chance to win championship titles for master and novice categories as follows:

### 1. Master finalists

- 4 Gold Medalists – the best performer will be awarded as The Champion
- 4 Silver Medalists
- 4 Bronze Medalists

### 2. Novice finalists

- 4 Gold Medalists
- 4 Silver Medalists
- 4 Bronze Medalists

## EVALUATION

### Letter Writing

Criteria	Allocation of Points	Points	Remarks
Opening	Introduction	15	
Content	Adherence to the theme, Originality, Structure	30	
Use of Language	Appropriate use of language	20	
Style and voice	<ul style="list-style-type: none"><li>● Is the writing unique? Does it have certain spark that keeps you reading?</li><li>● Does the writer have a rhythm and way of using words which are appropriate to their story and enjoyable to read? Or a handicap to this piece?</li></ul>	20	
Neatness & Structure	The paper is presented appropriately and according to contest rules (including word minimums, font, font size, and spacing)	15	
<b>Sub Total</b>		<b>100</b>	

### Creative Non-fiction Writing

Criteria	Allocation of Points	Points	Remarks
Opening	Introduction	15	
Content	Adherence to the theme, originality, the use of setting, plot, and characters	30	
Use of Language	Appropriate use of language	20	
Style and voice	<ul style="list-style-type: none"> <li>• Is the writing unique? Does it have a certain spark that keeps you reading?</li> <li>• Does the writer have a rhythm and way of using words which are appropriate to their story and enjoyable to read? Or a handicap to this piece?</li> </ul>	20	
Neatness & Structure	The paper is presented appropriately and according to contest rules (including word minimums, font, font size, and spacing)	15	
<b>Sub Total</b>		<b>100</b>	

### Persuasive Writing

Criteria	Allocation of Points	Points	Remarks
Opening	Introduction	15	
Content	Adherence to theme, Originality, Structure	30	
Use of Language	Appropriate use of language	20	
Arguments	<ul style="list-style-type: none"> <li>• Claims and supporting pieces of evidence</li> <li>• Logical flows of reasoning</li> </ul>	20	
Neatness & Structure	The paper is presented appropriately and according to contest rules (including word minimums, font, font size, and spacing)	15	
<b>Sub Total</b>		<b>100</b>	

## SCORING RUBRIC

### Letter Writing and Creative Non-fiction Writing – Preliminary 1 & 2

Score	Level	Criteria
Opening	15-13	sophisticated opening hook • relevant background information • effective thesis statement of main points • clear, concise, and catchy
	12-10	adequate opening hook • loose background information • narrow thesis statement of main points
	9 - 7	little/no opening hook and background information • limited/no thesis statement of main points.
Content	30-26	knowledgeable • substantive • thorough development of thesis • relevant to the assigned topic • defined setting, plot and character
	25-21	some knowledge of the subject • adequate range • limited development of thesis • mostly relevant to the topic but lack of detail • loosely setting, plot, and character
	20-15	limited/no knowledge of subject • little/no substance • inadequate development of topic • obscured/no setting, plot, and character
Use of Language	20-17	effective complex constructions • few errors of agreement, tenses, number, word order/functions, articles, pronouns, prepositions
	16-13	effective but simple constructions • minor problems in complex constructions • several errors of agreement tenses, number, word order/functions, articles, pronouns, prepositions but meaning seldom obscured
	12-10	major problems in simple/complex constructions • frequent errors of negation, agreement, tense, number, word order/function, articles, pronoun, prepositions, and/or fragments, run-ons • meaning confused or obscured
Style & Voice	20-17	fluent expression • ideas clearly stated/supported • succinct • well-organized • logical sequencing • cohesive • sophisticated range of vocabulary • effective word/idiom choice and usage • word form mastery
	16-13	somewhat choppy • loosely organized but main ideas stand out • limited support • logical but incomplete sequencing • adequate range of vocabulary • occasional errors of word/idiom form, choice, usage but meaning not obscured
	12-10	non-fluent • ideas confused or disconnected • lacks logical sequencing and development • limited range of vocabulary • frequent errors of word/idiom form, choice, usage • meaning confused or obscured

Neatness & Structure	15-13	demonstrates mastery of conventions • no/few errors of spelling, punctuation, capitalization, paragraphing • sufficient word count, font type, font size, spacing, margins, paper orientation
	12-10	occasional errors of spelling, punctuation, capitalization, paragraphing but meaning not obscured • inappropriate but tolerable word count, font type, font size, spacing, margins, paper orientation
	9 - 7	frequent errors of spelling, punctuation, capitalization, and paragraphing but meaning confused or obscured • do not meet word count, font type, font size, spacing, margins, paper orientation

### Persuasive Writing – Final Round

Score	Level	Criteria
Opening	15-13	sophisticated opening hook of a debatable topic • relevant background information • defined thesis statement of main arguments • clearly established stand/position
	12-10	adequate opening hook of debatable topic • loose background information • narrow thesis statement of main arguments • weak stand/position
	9 - 7	little/no opening hook and background information • limited/no thesis statement of main arguments • ambiguous/no stand/position
Content	30-26	knowledgeable • substantive • thorough development of thesis • relevant to the assigned topic
	25-21	some knowledge of the subject • adequate range • limited development of thesis • mostly relevant to the topic but lack of detail
	20-15	limited/no knowledge of the subject • little/no substance • inadequate development of the topic
Use of Language	20-17	effective complex constructions • few errors of agreement, tenses, number, word order/functions, articles, pronouns, prepositions
	16-13	effective but simple constructions • minor problems in complex constructions • several errors of agreement tenses, number, word order/functions, articles, pronouns, and prepositions but meaning seldom obscured
	12-10	major problems in simple/complex constructions • frequent errors of negation, agreement, tense, number, word order/function, articles, pronoun, prepositions, and/or fragments, run-ons • meaning confused or obscured

Arguments	20-17	well-developed arguments with strong persuasive devices • clearly stated/supported by evidences, reasoning • succinct • well-organized • logical sequencing • cohesive • sophisticated range of vocabulary • effective word/idiom persuasive choice and usage • word form mastery
	16-13	somewhat choppy and weak arguments • limited support in persuasive devices • logical but incomplete sequencing • adequate range of vocabulary • occasional errors of word/idiom form for persuasive choice, usage but meaning not obscured
	12-10	uncertain/no arguments • ideas confused or disconnected • lack/no persuasive devices, logical sequencing, and development • limited range of vocabulary • frequent errors of word/idiom form for persuasive choice, usage • meaning confused or obscured
Neatness & Structure	15-13	demonstrates mastery of conventions • few errors of spelling, punctuation, capitalization, and paragraphing • appropriate word count, font type, font size, spacing, margins, and paper orientation
	12-10	occasional errors of spelling, punctuation, capitalization, paragraphing but meaning not obscured • inappropriate but tolerable word count, font type, font size, spacing, margins, paper orientation
	9 - 7	frequent errors of spelling, punctuation, capitalization, and paragraphing but meaning confused or obscured • do not meet word count, font type, font size, spacing, margins, paper orientation

## **Code of Conduct**

### **National Polytechnic English Olympic (NPEO) 2023**

#### **Introduction**

The National Polytechnics English Olympic brings together participants from around Indonesia to compete in a short, intensive debating and non debating event virtually. In this environment, it is very important that all the participants have a common understanding of the standards of behavior expected of them in order to maintain a safe and enjoyable event for everyone involved. The purpose of this Code of Conduct is thus to help maintain a pleasant, safe and healthy environment for all participants in the Championship.

#### **This Code of Conduct shall apply to the following participants in the Championship:**

1. Debaters/participants
2. Coaches
3. Adjudicators/judges
4. Registered observers
5. Individuals assigned other roles by the host organizing committee.

#### **All participants must agree to abide by this Code of Conduct**

1. Before the start of each Championship, all participants shall sign the undertaking at the conclusion of this Code of Conduct that they will abide by this Code of Conduct for the duration of the tournament.
2. No participant shall be allowed to be involved in the Championship event unless he/she has signed such an undertaking

#### **During the championship, all participants must:**

1. Behave in a respectful and courteous manner towards other participants in the event, guests and sponsors of the championship, and members of the public attending championship events
2. Abide by the rules of the host institution
3. Abide by any rules, guidelines and restrictions set by the host organizing committee to keep the event regulated and ensure the safety of participants.

#### **During the championships, participants must NOT:**

1. Make insulting comments, jokes, insults, or insinuations about another person's culture, race, religion, gender or which may be construed as being derogatory or as harassment, whether in the presence of that person or in any other forum in which the person may not be present.
2. Stalk or physically harass another individual
4. Engage in any form of violence or threats of violence
5. Take or use other people's property without permission
6. Intentionally cause damage to the property of other individuals or of any host venues

7. Consume any substance or supply any such substances to others
8. Consume or be under the influence of alcohol or drugs

### **Behavior during performances**

1. Participants in the Championship, especially coaches and debaters and participants of nondebating categories, must not confront adjudicators/judges in an aggressive manner after a debate/performance.
2. Feedback between teams/participants and adjudicators/judges must be given and received in a constructive and non-confrontational manner.

### **Enforcement**

1. If a participant believes that another participant has breached this Code of Conduct, s/he may report the breach to an appointed Complaints Officer.
2. Before each championship, the host shall appoint two Complaints Officers – one male and one female.
3. Each Complaints Officer shall be responsible for:
  - a. being available to participants to receive complaints about breaches of this Code of Conduct
  - b. investigating complaints
  - c. supporting the complainant appropriately, which could include referring him/her to:
    - (i) a counsellor
    - (ii) a doctor
    - (iii) a lawyer
    - (iv) the police
    - (v) their family
4. If the Complaints Officer considers it appropriate, they may discuss the complaint with the complainant and the person about whom the complaint has been made to try to resolve the matter by mediation so that both parties are satisfied with the outcome of the matter.
5. If the Complaints Committee holds a hearing, it may dismiss the complaint, or uphold it and:
  - a. take no action
  - b. counsel the person complained about
  - c. warn the person complained about
  - d. suspend the person complained about from the Championship for as long as it thinks appropriate
  - e. expel the respondent from the Championship
  - f. ban the person complained about from all future Championships or a specified number of future Championships.
6. The Complaints Committee shall inform itself at a hearing and generally as to evidence and facts in its absolute discretion and as it sees fit, subject to this Code of Conduct.
7. The Complaints Committee's decision shall be final.



8. Where a complaint has been decided **without** a hearing, the Complaints Committee must give a written copy of the decision to:
  - a. the complainant
  - b. the Complaints Officer who referred the complaint
  - c. the Convener
  - d. the person complained about
9. The written decision of the Complaints Committee shall not be disclosed, published, produced, copied, or otherwise communicated to people other unless:
  - a. The complainant and the person complained about agree; or
  - b. Disclosure of the Complaints Committee’s written decision is required by the rules or laws which applies in the home institution of the person complained about and/or in the host institution in which the complaint arose.

Undertaking required to be signed prior to the commencement of the Championship

I ..... undertake that:

- (a) I have read and understood the Code of Conduct above and
- (b) I will abide by the Code of Conduct for the duration of the National Polytechnic English Olympic 2023.

Institution : .....

Acting as : debater / non debate participant / adjudicator / observer / coach / committee

Signed

Dated

.....

.....