

ORAL READING INSTRUCTIONS FOR THE CONTEST DIRECTOR(S)

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*. The rules may be found in the *A+ Handbook* and on the UIL web site. Please also see **General Instructions for Contest Directors of Speaking Events on the UIL web site for instructions on securing and training judges, sectioning speakers, time keeping and determining ranks.**

BEFORE THE MEET

Check your package...you should receive:

1. Contest Roster
2. Ballots
3. Individual Evaluation Sheets
4. Judges' Ranking Sheet for a panel of judges
5. Contestants select their own material, so no test is furnished. Students in grades 4 through 6 read poetry every year. Students in grades 7 through 9 read poetry one year, prose the next, etc.

Rooms

1. Check with the meet director to determine how many divisions there will be in the contest.
2. Determine the number of rooms that will be necessary, including one room for each preliminary section. More than eight entries in any division requires a preliminary round. Smaller sections may be established if space and personnel permit.
3. Provide a room for tabulating results, which may also be used for other speaking events.

Materials and Equipment

1. A copy of the current *Constitution and Contest Rules* or a copy of the rules for this contest.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. Contestants provide their own selections of literature.
4. Evaluation sheets to be completed by the judges and may be returned to the contestants after the awards.
5. Judges ranking sheets.
6. A stopwatch for each section.

Personnel

1. *Contest Director*. This person may be a coach and should be responsible for securing and training all other personnel.
2. *Judges*. A single judge or an odd number of judges for each preliminary section should be selected and trained by the contest director. The judges should be provided with a copy of the evaluation sheet prior to the beginning of the contest to make certain they understand what is being evaluated. So far as possible, judges should not know which school any contestant represents. Judges are to be instructed to give positive and constructive comments. See the sectioning instructions for an estimate of how many judges will be needed.
3. *Section Chairperson*. One adult is needed per section to see that the contest progresses without problems.

4. *Timekeepers*. A timekeeper is needed for each section. The chairperson may serve as timekeeper. The maximum length for each speech is 6 minutes. Contestants will be penalized one rank for exceeding the allotted time. There is no minimum time limit.

Sectioning and Speaker Order

See **General Instructions for Contest Directors of Speaking Events** on the UIL web site.

DURING THE CONTEST

1. The contestants may be assigned to sections and speaker order may be established prior to the day of the meet. If the contest director prefers, the contestants in a section may draw for speaker order just before the contest begins.
2. Coaches may assist the students in writing the name of their selection on a piece of paper. This paper should be given to the person in charge of the room where the students will compete.
3. Contestants will read from a manuscript a selection of literature. The UIL events are meant to be educational, and contestants may remain in the contest room. Audiences are welcome.
4. For the benefit of the judges and the audience, the contest director (or an assistant) announces: "Contestant # One's selection is "____." (from #3)
5. Each contestant presents the selected literature after the title of the selection has been announced.
6. When the round is over, the chairperson gathers the ballots and evaluation sheets from the judges and delivers them to the tabulation room.
7. If a final round is necessary, announce the names or numbers of the contestants who will be advancing to the final round. Contestants may read the same selection as in the preliminary round, or may use a different selection.

ANNOUNCING THE WINNERS

1. *Verification Period*. An optional period not to exceed 15 minutes may be arranged for coaches and contestants to review their own evaluations and ranking sheets before the official results are announced.
2. *Official Results*. Once the viewing period has elapsed and the contest director has collected all contest papers, official results shall be announced. Official results, once announced, are final.
3. *Places and Points*. Places shall be determined and recognized and points awarded through sixth place. See the *A+ Handbook* or the *Constitution and Contest Rules* (Section 1408(i)) for points to be awarded.

AFTER THE CONTEST

1. Congratulate *all* contestants for their participation and effort.
2. Provide the district director with a list of the winners and their schools and the number of contestants.
3. Make recommendations for the following year.