

1. Check Tabroom.com
2. Settle into assigned room at least 5 minutes before round start
3. Hit the start button
4. Greet student and confirm code number
5. Take topic slip from student
6. Discuss time signals with student
7. Take notes and draft critiques as you listen.
 - a. Does the student answer the question (that is, the question actually asked, not what the student perhaps wishes that they had been asked!)?
 - b. Does the student make a well-organized, well-documented, well-argued case for their answer?
 - i. The speech should be clear, well-organized, and easy to follow.
 - ii. The speech should include “evidence” – quotes, statistics, expert opinions, facts – cited from reliable sources
 - iii. The speech should present a logical, cogent, logical argument.
 - iv. Ideally, the speech should be interesting, clever, thought-provoking.
 - c. Does the student speak effectively?
 - i. Do they present their speech using well the aspects of their voice as an instrument: volume, speed, articulation, vocal variety, tone, used to punctuate the speech?
 - ii. Is their use of gesture and movement controlled, helpful as visual punctuation, or is it distracting?
8. Thank student – a good judge is a silent judge!
9. Rank students as you go -- compared to those who came before.
 - a. After the 2nd speaker, who was better, A or B?
 - b. After the 3rd, where does C now fit in? Best, worst, or between the two previous.
10. After last student has spoken:
 - a. See that you have now ranked each student
 - b. Trust your instinct to set a rating out of 100 (super-terrific is high 90s, pretty bad is low 80s...so set your best and worst numbers, and then space out the kids between these two extremes – based on ranks)
 - c. RELAX: you must work fairly quickly, we know, and you should realize that you are just one rank for the day. Trust your gut, base your decision on the *gestalt*, pull the trigger on rankings, and then hit the submit button, forget it, and move on to the next round.