AIR CADET LEAGUE OF CANADA

Tellers Guide to the Electronic Spreadsheet

Effective Speaking Resource

2018 ver A

The purpose of this document

This document is intended to prepare a Teller to use the Air Cadet League Effective Speaking scoring tool before during and after an effective speaking competition. The tool is provided on the Air Cadet League Website. This document does NOT completely describe the Effective Speaking competition and assumes that the Teller is aware of how a competition is conducted. To understand how a competition is conducted please read the National Effective Speaking Handbook also found on the Air Cadet League's Website. This Guide refers to the National Effective Speaking Handbook and directs the reader to that resource to understand how an effective speaking competition is conducted.

Prepared by Dale Crouch - April 2018

The tool has been developed to streamline the compilation of scores during the Effective Speaking competitions at any level. It is, however, an optional scoring tool as it is possible to record and tabulate an effective speaking competition entirely with paper. However, informed use of this tool should improve accuracy and efficiency of the scorekeeping and tabulation process.

Information about the Effective Speaking Program can be found at

http://www.aircadetleague.com

Then select the "CADETS & SQUADRONS" pull-down menu and select "NATIONAL EFFECTIVE SPEAKING PROGRAM" from the pull-down menu:
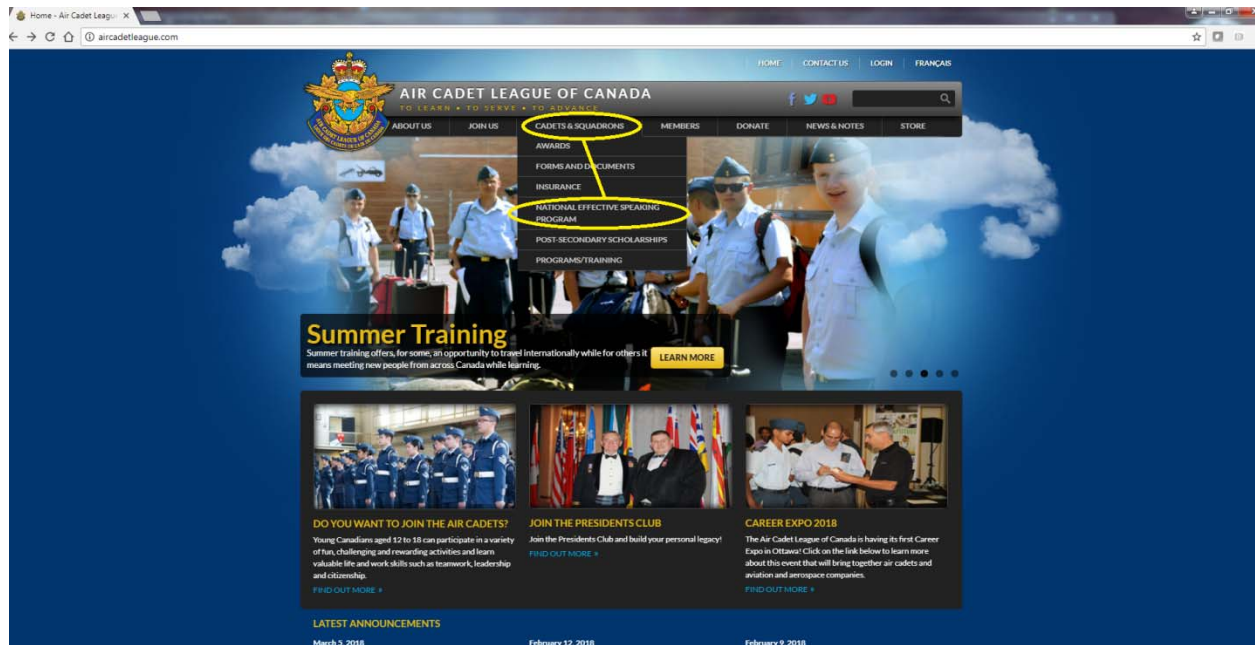
Or, alternately, you can go there directly by going to:

http://aircadetleague.com/effective-speaking-program/

At the web site you will find a wide array of resources on how an effective speaking competition is run. (Below is a picture of the 2018 version of the Resources – in future years this may be adjusted to follow changes in the program.)

NATIONAL EFFECTIVE SPEAKING PROGRAM

NEXT NATIONAL EFFECTIVE SPEAKING COMPETITION
June 14, 2018 at the National Air Cadet League Annual General Meeting in Laval, QC

EFFECTIVE SPEAKING RESOURCES
General Resources

- Topics 2018
- Instruction Memo
- Introduction to the Effective Speaking Program
  - Cody Lincoln's speech about the Effective Speaking Program
- National Effective Speaking Handbook
- Planning Calendar

Training Resources

- Guide for Speech
- Leader's Instruction Guide
- Cadet's Workbook

Competition Resources

- Effective Speaking Committee
- Organizer's Guide
- Rules and Regulations
- Information For Judges
  - Judge's Declaration
- Information for Provincial Competition Winners
- Press Release Template

Forms

- Competition Forms
- Scoring Tool

Specifically, we are interested in the Scoring Tool

(You may also see the National Effective Speaking Handbook referred to earlier)

Downloading the Tool

Clicking on the Scoring Tool text (circled in red) will download the tool to your computer. Depending on the computer and browser that you are using, the computer may ask you to save or run or simply show you the file in the lower left side of the browser. What you want to do is: save the file for later use. Whichever action you choose to perform, save a copy of the file in a convenient location on your computer.

About the Tool

The tool is a spreadsheet, written for Microsoft Excel 2003, but has also been used with Microsoft Excel 2000, 2007 2010 and 2013 successfully. It was also written on a Windows-based PC operating system and, although MAC users have claimed success using it, the Effective Speaking Committee currently only recommends the use of the tool on PC-based computers.

Once you have obtained a copy of the tool, it is strongly recommended to run through the training scenario to ensure that the tool will properly work for you. This will be presented later in this publication.

If you decide to use the tool, then you will need to have available a computer capable of using it. This requires a computer with one of the mentioned versions of Excel and a printer capable of printing results. Use this equipment during your training scenario and trial runs to ensure that you are familiar with the program AND that it performs as you expect.

Keep Manual Copies

Also in the event of a computer failure during the competition,

MAKE SURE THAT YOU KEEP AND MAINTAIN SUFFICIENT FORMS TO CARRY ON THE COMPETION MANUALLY!!

Although the likelihood of a computer failure might be low, as the Teller, your responsibility is to provide results and having a paper backup is a safeguard to doing so.

Validating the spreadsheet and your equipment

The choice of computer and printer is up to you. It does not need to be a laptop and portable printer; the venue may play a part in the decision. Whichever you choose, you should run the training scenario on the computer you intend to use to ensure that it will perform all the necessary functions AND that you are familiar with how the computer reacts during the competition. If you choose to vary from the recommended method, then test that this will work as intended. The tool was not designed for network use or for use on multiple computers by judges or timekeepers. Although this may work in your competition, deviating from the recommended methods is at your own risk and should be tested to ensure that the results are not compromised. Using multiple computers during the competition requires proper management of the files and a coordinating of the results correctly and the tool has no safeguards built in to accomplish this.

The tool that you will have downloaded from the website contains no data. It should have no information other than empty forms and parameters which will be filled in by you before, during and after the competition.
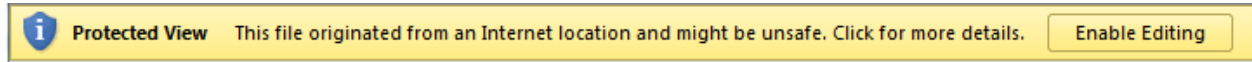
Making a copy

Once you have downloaded the tool it will appear on your computer as:

Effective-Speaking-Scoring-Tool

Or you may have opened it directly from the website in which case, you may save a copy to your computer but use the same name when you save it so you know you are working from a blank unedited copy. Having an unedited copy ensures that you don't mix in data from a trial or previous competition.

Protected View

If your computer has opened the tool and you see

Protected View   This file originated from an Internet location and might be unsafe. Click for more details.   Enable Editing
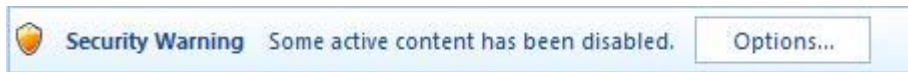
You may have to enable editing in order to save a copy.

Macros

Your excel program must have macros enabled to work with this tool and we will test that function later; however, if the tools open and requires you to have macros enabled, it will prompt you to do so

You may see something like this:

Security Warning   Some active content has been disabled.   Options...

Click options and enable the content as seen in the next diagram

You may also have to change the security level of your computer and to do this you will have to follow the steps on the manual tab of the tool as shown below

Please note that this worksheet requires macros to function properly. When you open the file, MS Excel should ask you whether or not you want to enable the macros. Answer that it should enable the macros. If MS Excel does not ask you this question, it is possible the security level is set too high. Follow these instructions to set it correctly:

1. Close the file without saving
2. From MS Excel menu, go to **Tools > Macro > Security**
3. Set the security level to **Medium**
4. Open the worksheet file

Quick Check on the integrity of the Tool

**First– check that tool opens at the correct page.**

The page will open in English at Tab 1 (Manual) displaying cell D9 and will be empty of data.

This is what you should see:

Circled in Red is the Manual Tab and the current Cell D9

(Some computers will not display the cell, if not just look at the text to the right of the fx symbol and it should match what you see below).

You will also see *version V18.214.4550* on the left. This is the current version of the tool and may change as updates are added.
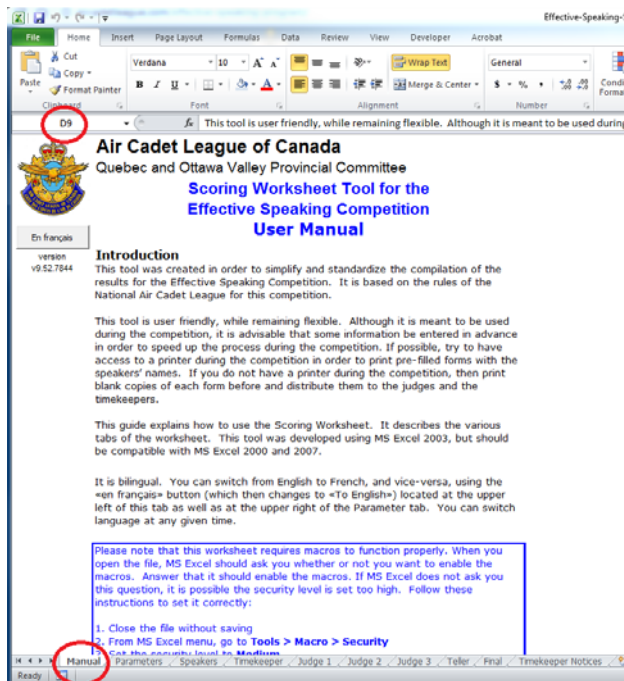
If the tool does not open at the correct page, then you may be working with an altered copy.

Second - check Macros

This tool relies on Macros to work. You will see a description on the first page of the manual tab that explains this. To check if your macros are enabled properly, Click the En francais button. (This is a macro that toggles the spreadsheet into French) After a warning is displayed, you should see French text. If you

plan to continue in French then you may do so. If you plan to use English, click the To English Button and you will be again on the English front page.

Now read the remainder of the information that you see on the manual tab. It will describe what each of the other Tabs is intended to do. These are also at the bottom of the screen.

You are currently on the Manual Tab

| Manual | Parameters | Speakers | Timekeeper | Judge 1 | Judge 2 | Judge 3 | Teller | Final | Timekeeper Notices |

The purpose of the Manual tab is simply to inform you about the tool. There is no data to be entered on this tab and in fact it is protected from being changed.

Third - check that the spreadsheet is empty of all data

Click the Parameter Tab – This will take you to where data is entered and for the most part will be empty. There will be nothing in the date, level or location and nothing in the Staffing Section however the Prepared topics have been pre-loaded for the 2018/19 year.

In the Time Keeping, Judges Scoring-Prepared Speech and impromptu Speech the values should be as below:

TimeKeeping	Prepared	Impromptu	
Target Duration	300	120	Seconds
Maximum Duration	360	180	Seconds
Stop after	395	195	Seconds
Penalty Steps Duration	5	5	Seconds
Penalty Per Steps	1	1	Points
Maximim Penalty	7	3	Points

Judges Scoring   *Select desired mode:* ○ ◉

Prepared Speech

Criteria	Max	Weight
Introduction	20	8
Aroused interest	10	4
Effective and appropriate presentation	10	4
Body of Speech	60	30
Information complete & logically presented	10	5
Knowledgeable about the subject	10	5
Speech developed with originality	10	5
Proper and effective use of language	10	5
Kept to topic	10	5
Correct grammar	10	5
Conclusion	30	8
Left audience with an appreciation of	10	2
Sums up material	10	3
Logical: a capsule of what has been	10	3
Delivery and Style	30	30
Spoke to audience with enthusiasm, confidence and eye contact	10	10
Rate of delivery	10	10
Proper stance, audible, correct pronunciation & enunciation	10	10
Total	140	76

Impromptu Speech

Criteria	Max	Weight
Introduction	20	3
Aroused interests	10	2
Effective and appropriate presentation	10	1
Body of Speech	60	9
Information complete & logically presented	10	1
Knowledge about the subject	10	1
Speech developed with originality	10	2
Proper and effective use of language	10	2
Kept to topic	10	2
Correct grammar	10	1
Conclusion	30	3
Left audience with an appreciation of	10	1
Sums up material	10	1
Logical: a capsule of what has been	10	1
Delivery and Style	30	9
Spoke to audience with enthusiasm, confidence and eye contact	10	3
Rate of delivery	10	3
Proper stance, audible, correct pronunciation & enunciation	10	3
Total	140	24
Grand Total	280	100

These values can be changed; however, these are the default values.

Click the Speakers Tab

This should be empty (below)

Effective Speaking Competition, level
Held on 30/12/1899 at

Sort based on Sequence

Speakers List

#	Name	Squadron/Region	Lang.	Selected Topic	Draw Sequence
1			EN		
2			EN		
3			EN		▼
4			EN		
5			EN		
6			EN		
7			EN		
8			EN		
9			EN		
10			EN		
11					
12					
13					
14					
15					

Number of speakers   0

Click the Timekeeper Tab

This should also be empty (below)

TIMEKEEPER WORKSHEET

SPEAKER	PREPARED SPEECH			IMPROMPTU SPEECH			TOTAL PENALTY			Comments
	Duration		Faults	Duration		Faults	Duration		Faults	
	min	sec	(Max. of 7)	min	sec	(Max. of 3)	min	sec	(Max. of 10)	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

I certify this copy conforms to my observations
of the competition

Timekeeper 1	Timekeeper 2	Date

Instructions for the Timekeeper

Prepared: 5:00 In the speech: show. . . . . .1 minute	Impromptu: 2:00 In the speech: show. . . . . .1 minute
5:30 In the speech: show. . . . . .30 seconds	2:30 In the speech: show. . . . . .30 seconds
6:00 In the speech: show. . . . . .Time Elapsed	3:00 In the speech: show. . . . . .Time Elapsed

Check the Judges sheets

Judge 1 Judge 2 and Judge 3 tabs should have no data (use the scroll bar on the right side to verify that no information is contained in any of the yellow cells on the sheets. Don't worry about the settings on the control part of the sheet as this will be dealt with later. We are just making sure no judge information is present.

Click the Teller Tab

The Teller Worksheet should be empty (a date of 1899-12-30 or 30-12-1899 means that no date has yet been entered for the competition).

Effective Speaking Competition, level
Held on 1899-12-30 at

TELLER WORKSHEET

SPEAKER			PREPARED SPEECH				IMPROMPTU SPEECH				FINAL
#	SPEAKER NAME	SQN/REGION	1st JUDGE	2nd JUDGE	3rd JUDGE	TOTAL A	1st JUDGE	2nd JUDGE	3rd JUDGE	TOTAL B	TOTAL A + B
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

I certify this copy conforms to my observations
of the competition

_____   _____
            Teller   Date

Click the Final Tab

There should be no Final Results

Effective Speaking Competition, level
Held on 1899-12-30 at

Final Results

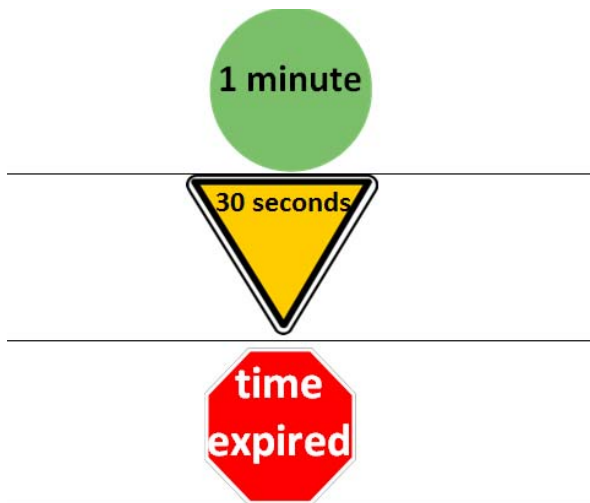| RANK	# SPEAKER NAME	SQN/REGION	SCORE
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		
14	14		
15	15		

I certify this copy conforms to my observations of the competition

_____   _____
                Teller   Date

And Finally click on the Timekeeper Notices Tab

This will appear as this

After each Tab has been checked you should be confident that there is no unexpected data in the tool.

Check printing is working

With your printer connected, and while you are on the Timekeeper Notices Tab you can test printing.

Depending on your version of excel, printing may be accomplished several ways

Select File Print or

hold Ctrl and press p

This should bring you to a print preview screen.

You may want to change the settings depending on your printer, or your paper. These were the settings necessary to print out the symbols on one page in landscape format on a color laserjet. Press print button. (If you don't get what you want then you may adjust the settings.) If you save the tool, it will preserve the print settings with the file. Any time you save the tool save with a new name so that you can progressively save changes. For example; Save as

 Effective-Speaking-Tool-02-empty-new print-settings or *EST02-empty-newPS*

Maybe use 02 for second save 03 for third save and so on so you can go back to any point if necessary. Keep them all until any competition is completed and signed off.
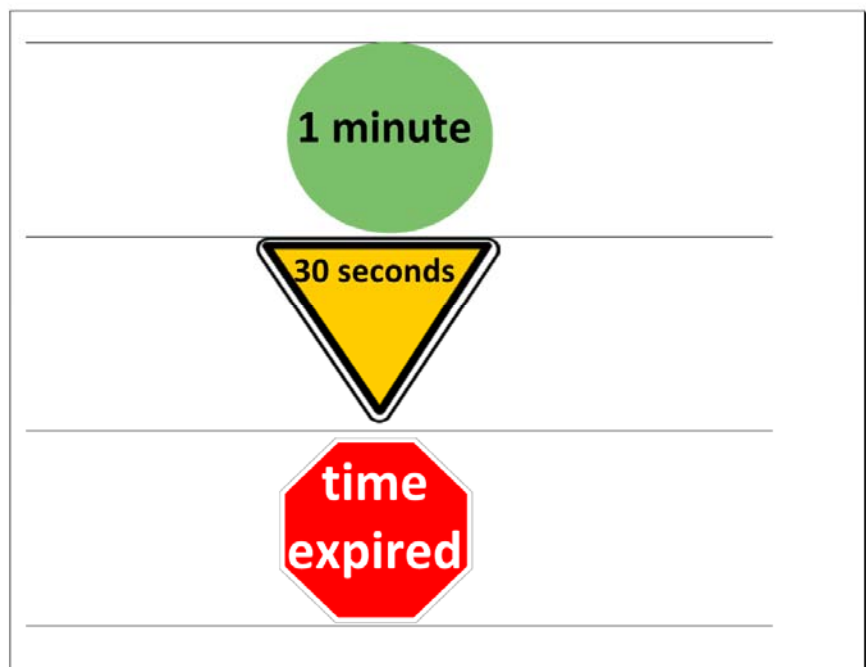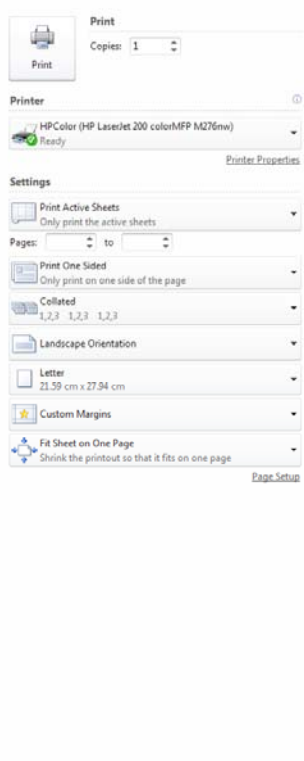
Any Tab may be printed but only the Speakers, Timekeeper, Teller, Final and Timekeeper notices are intended to be done.

The Judges Tabs have controls for printing so don't use ctrl+p or file print for these sheets. These will be discussed during training.

Okay, at this point, if you wish you may wish to print out any blank forms and set the settings so you don't need to worry about them later and then save the tool under a new name.

Suggested is *EST02-empty-newPS*

If the same equipment is used for several competitions, then you will have one with all the printer controls setup to work properly.

Training Module

You may perform this training with either the tool directly loaded from the Air Cadet League website or with one that has been verified empty and printer controls set.

During the verification process, it was suggested that the verified file which has had its print controls set be saved as *EST02-empty-newPS*

We'll use this file.

Open it and we will begin there.

> It's December 20 and you have been asked to be the Teller for a squadron level competition in which 5 candidates will be speaking. The organiser has set a date for the evening of January 20. The Commanding Officer has provided information sheets to the Effective Speaking Coordinator on each of the candidates expected to speak at the completion. You have been advised that the competition will begin at 7PM and the first competitor will speak after a preamble and instruction to the audience at approximately 7:10. The coordinator will provide you with all the information one week before the competition. It has been decided that you will use a computer for tabulating the results during the competition but you will maintain a paper trail in case of computer failure. At the end of the competition, all information is to be destroyed and deleted. It's up to you now.

Step 1 obtain the computer and printer and verify that you have an empty unaltered tool and test that the printer functions with the computer. (You should know how to do this from the verification that you did above.)

Step 2 Make sure that you have all the information for the competition at least one week before the competition is due to start. The Information checklist is below:

1. Date of the competition
2. Level (Squadron/zone/provincial/National)
3. Location:
4. Names of Teller(you), Timekeeper(s), Judges
5. Number of Candidates and;
6. information on each to include
   a. Cadets Name,
   b. his or her squadron,
   c. language speaking,
   d. topic selected and;
   e. the order they are to speak
7. Impromptu Topic (likely not to be known in advance)
8. You will also need to know the topics available from which cadets may choose their speech (which may be provided by the coordinator or be taken from the Air Cadet Leagues website under list of approved topics)

Enter as much information as you have. If there is missing data, make the coordinator aware, it is possible that some information could change at the last moment so be prepared for that.

Examples of changes could be: a judge substitution, a candidate is unable to come to the competition, or the draw sequence needs to be done at or just before the competition. Also, you may not know the impromptu Topic until the actual time of the competition to minimize the chances of an early discovery by the candidates.

About a week before the competition January 14

You have received the information from the coordinator and now you are going to enter it.

The competition is to be held on January 20, 2018, at Squadron 1234 LHQ at 7 PM. The following candidates will be speaking:

- Cpl Rattan on The role Indigenous people have played in Canada's heritage
- Sgt Wicker on Lest We Forget
- Sgt Willow on How space exploration can lead to scientific advances on Earth
- FSgt Spruce on How space exploration can lead to scientific advances on Earth
- Cpl Elm on L'humour est le meilleur médicine

All speeches are in English except Cpl Elm who will speak in French.
You will be given the names of the timekeepers, judges and the order in which they speak at the competition.
Also, the judges will decide on the impromptu topic after the prepared speeches.

You have enough information to get started.

Focus your attention back on your opened, verified and printer tested copy of the tool.

(*EST02-empty-newPS*)

Enter Parameters

With the spreadsheet open on the screen:

(please note that in 2018/2019 all Competition Topics are pre-entered, you may use those in your competitions, but for the purpose of this training module, it is suggested that you to delete the topics and put in the ones below. Delete them by navigating to each box and writing in your own topic or blank to delete the topic. This way you will know how to override any topics if necessary. When you get to the true competitions, you can use the pre-loaded topics from a fresh copy.)

Click on the Parameters tab and enter information as below:

Effective Speaking Competition

En français

Date (YYYY-MM-DD)	20/01/2018
Level	Squadron
Location	Squadron 1234 LHQ

Staffing

Teller	Alfred Bloggins
Timekeeper 1	Timekeeper 1
Timekeeper 2	Timekeeper 2
Judge 1	Judge 1
Judge 2	Judge 2
Judge 3	Judge 3

Competition Topics

	English	French
Prepared Topic 1	The role Indigenous people have played in Canada's heritage	
Prepared Topic 2	Lest We forget	
Prepared Topic 3	How space exploration can lead to scientific advances on Earth	
Prepared Topic 4	Humour is the best Medicine	L'humour est la meilleure médecine
Prepared Topic 5		
Prepared Topic 6		
Prepared Topic 7		
Prepared Topic 8		
Prepared Topic 9		
Prepared Topic 10		
Impromptu Topic	TBD	TBD

(Note table was expanded to 12 topics in Aug 2018)

There are a few things you will notice:

We did not have the Timekeepers or judges names, but we entered in Timekeeper 1 etc. This was a place holder which can be changed later. This also applies to impromptu topic. You could use TBD or judges to determine, etc., and then change it later. Please remember to enter the impromptu topic as soon as it's known and preferably before the judges receive any printed scoring sheets. Also, only one topic is in French all the rest are in English so we only translated Topic 4. You can put in all the topics if you wish but we only entered those that were being delivered. We got a full list of the 2017 topics from the website (below).

- The importance of today's youth in building Canada's future.
- How does volunteerism play a role in the life of your community or squadron?
- Humour is the best medicine.
- How space exploration can lead to scientific advances on Earth.
- The role Indigenous people have played in Canada's heritage.
- How has Canada changed the face of aviation?
- Lest We Forget.
- Cadet's Choice: The Cadet's Choice must fit into one of these categories: Cadet Life, Science and Technology, Aviation, Canadian History or Citizenship.

With a Cadet's Choice topic, you may enter the topic yourself directly when you enter the cadets' name and speech choices on the speakers tab.

We got the French translation by looking at the topics on the French version of the website

Judges Scoring

You have the option of having the judges score criteria by weight or out of 10. By default this is set to "Weight", and judges will score criteria out of the weighted score indicated, However, this may be toggled. If "Max" is selected, the judges will score all criteria for all contestants out of 10, and the tool will calculate the weightings.

Once this information is entered on the Parameters tab, you can go to the Speakers Tab to enter the candidates.

Enter Candidates

You will notice that to select language, you have to pull down on the arrow to toggle between EN and FR

You will also notice that we haven't selected topics yet but if you click on the arrow next to the topic there's a choice of topics. You may have to scroll up or down to find all the topics. If the topic doesn't appear in the drop down, for instance, for a Cadet choice, you may enter it directly here. Where did the dropdown choices originate? These are your entries on the parameters Tab.

So after populating them all we have the following:

Effective Speaking Competition, Squadron level
Held on 20/01/2018 at Squadron 1234 LHQ

Speakers List

Sort based on Sequence

#	Name	Squadron/Region	Lang.	Selected Topic	Draw Sequence
1	Cpl Rattan	1234	EN	The role Indigenous people have played in Canada's heritage	
2	Sgt Wicker	1234	EN	Lest We forget	
3	Sgt Willow	1234	EN	How space exploration can lead to scientific advances on Earth	
4	FSgt Spruce	1234	EN	How space exploration can lead to scientific advances on Earth	
5	Cpl Elm	1234	FR	Humour is the best Medicine	▾
6			EN		
7			EN		
8			EN		
9			EN		
10			EN		
11					
12					
13					
14					
15					

Number of speakers   5

You probably now notice that you could not choose the French topic for Cpl Elm even though you selected FR for his language. Why is that? Well the program offers you two ways to do this. It is all dependent on the Language Toggle. If the Language Toggle is in English you get English choices (regardless of the language choice of the speaker). And same if the Language Toggle is on French.

If you want to show both English and French then populate the Topics on Parameters in both English and French and then toggle back and forth between languages from the Parameters screen as you select topics.

For example

The above screen has selected Humour is the Best Medicine

After selecting this, go back to Parameters tab and click En francais

Then go to the candidats (Speakers) tab and re-select the topic (Sujet choisi) you will be presented with the French choice. (L'humour est la meilleure médecine)

Then return to Parametres and return to English

Or, if you don't want to go through all this, you can simply type the topic in the Selected Topic line as it will not enforce the topic name from the list.

Whatever your choice of entering the information, the result should be as follows:

Effective Speaking Competition, Squadron level
Held on 20/01/2018 at Squadron 1234 LHQ

Speakers List

Sort based on Sequence

#	Name	Squadron/Region	Lang.	Selected Topic	Draw Sequence
1	Cpl Rattan	1234	EN	The role Indigenous people have played in Canada's heritage	
2	Sgt Wicker	1234	EN	Lest We forget	
3	Sgt Willow	1234	EN	How space exploration can lead to scientific advances on Earth	
4	FSgt Spruce	1234	EN	How space exploration can lead to scientific advances on Earth	
5	Cpl Elm	1234	FR	L'humour est la meilleure médecine	▼
6			EN		
7			EN		
8			EN		
9			EN		
10			EN		
11					
12					
13					
14					
15					
	Number of speakers	5			

View the Timekeeper TAB

At this point you can click on the Timekeeper Tab and see that the following information has been prepared for you:

TIMEKEEPER WORKSHEET

SPEAKER	PREPARED SPEECH		IMPROMPTU SPEECH		TOTAL PENALTY			Comments
	Duration (min / sec)	Faults (Max. of 7)	Duration (min / sec)	Faults (Max. of 3)	Duration (min / sec)	Faults (Max. of 10)		
1 Cpl Rattan		0		0	0 m 0 s	0		
2 Sgt Wicker		0		0	0 m 0 s	0		
3 Sgt Willow		0		0	0 m 0 s	0		
4 FSgt Spruce		0		0	0 m 0 s	0		
5 Cpl Elm		0		0	0 m 0 s	0		
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

I certify this copy conforms to my observations of the competition

Timekeeper 1	Timekeeper 2	Date

Instructions for the Timekeeper

Prepared: 5:00 In the speech: show . . . . .1 minute
5:30 In the speech: show . . . . 30 seconds
6:00 In the speech: show . . . . .Time Elapsed

Impromptu: 2:00 In the speech: show . . . . .1 minute
2:30 In the speech: show . . . . .30 seconds
3:00 In the speech: show . . . . .Time Elapsed

You will note that the places for signature are Timekeeper 1 and 2. Had you had the names they would be there for signature.

Browse the Judges tabs

You can browse the Judge sheets but for now, there will be only their names on blank forms

View the Teller TAB

The Teller Tab contains the following:

Effective Speaking Competition, Squadron level
Held on 20/01/2018 at Squadron 1234 LHQ

TELLER WORKSHEET

SPEAKER			PREPARED SPEECH				IMPROMPTU SPEECH				FINAL
#	SPEAKER NAME	SQN/REGION	1st JUDGE	2nd JUDGE	3rd JUDGE	TOTAL A	1st JUDGE	2nd JUDGE	3rd JUDGE	TOTAL B	TOTAL A + B
1	Cpl Rattan	1234	0 / 76	0 / 76	0 / 76	0 / 228	0 / 24	0 / 24	0 / 24	0 / 72	0 / 300
2	Sgt Wicker	1234	0 / 76	0 / 76	0 / 76	0 / 228	0 / 24	0 / 24	0 / 24	0 / 72	0 / 300
3	Sgt Willow	1234	0 / 76	0 / 76	0 / 76	0 / 228	0 / 24	0 / 24	0 / 24	0 / 72	0 / 300
4	FSgt Spruce	1234	0 / 76	0 / 76	0 / 76	0 / 228	0 / 24	0 / 24	0 / 24	0 / 72	0 / 300
5	Cpl Elm	1234	0 / 76	0 / 76	0 / 76	0 / 228	0 / 24	0 / 24	0 / 24	0 / 72	0 / 300
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

I certify this copy conforms to my observations of the competition

_____   _____
        Alfred Bloggins   Date

See your name "Alfred Bloggins" at the bottom?

Since there is no judge scoring, these are zeros.

On the Final Tab you will see the list of all candidates but again no scores (Zeroes).

Make a copy

At this stage you can save a copy of the spreadsheet tool.

We suggest using something like:

EST03-1234-speakers-staff-Jan-14-pre-ES

This will let you know that information is entered and you entered it on January 14 and it identifies 1234 Sqn. Who knows? If you are really impressive you may be teller for several competitions.

At this point you should take steps to safeguard the file as it is starting to contain cadet information (albeit very limited). Disclosing the file could give a speaker a competitive edge or reveal the whereabouts of individuals so, until the file is destroyed, take the time to ensure it is safeguarded.

Then on January 19, the day before the competition, (or earlier)

Make paper copies of forms in case you need to revert to manual scorekeeping.

Forms from the computer

It is possible to print out some blank forms to be ready for the competition that can be used in case of computer problems. You will need:

1. 30 Blank judges forms (need one/candidate/judge for prepared 5x3=15 + 15 for impromptu)
2. one blank timekeeper form (suggest at least two)
3. One Blank Teller Worksheet (Suggest two)
4. One Blank Final Sheet (Suggest two)
5. It's also a good idea to print and take several copies of the Speakers list

If there's no photocopier at the competition you may wish to print even more.

To print from the computer:

With your computer and printer attached, Open the file you created on January 14.

Select Speakers Tab, press ctrl+p, select the # of copies and click the print button – SPEAKERS LIST
Select Timekeeper Tab, press ctrl+p, select the # of copies (2 or more) and click print – TIMEKEEPER WORKSHEET
Select Teller Tab, press ctrl+p, select the # of copies (2 or more) and click print – TELLER WORKSHEET
Select Final Tab, press ctrl+p, select the # of copies (2 or more) and click print – FINAL RESULTS
(If you don't want 0's to appear in the score on this page you may print your backup final sheets from the original Effective-Speaking-Tool Worksheet/file but you will need to fill in names manually during the manual process.)
Judges forms

There are two methods which judges may use.

1. You may wish to have the Judges mark and hand in forms after each competitor, in which case you will need one form for every speech for every judge. In the case below (5 speeches x 3 judges) prepared and impromptu. or
2. The judges may choose to keep a master sheet with all the speakers listed and score them together.(This method allows judges to review and adjust previous speakers scores if they find during the competition that it is appropriate) and then pass them in at the end of all the prepared or impromptu speeches.

You will need 15 judge forms for prepared and 15 for impromptu. These forms will be printed with the candidate's name on each form

To be sure we get what we want we will set the printing to preview first.

Select the Parameters tab and click on preview first.

Then go to judge 1 tab

Select All Speakers, Prepared, Impromptu and print from the upper left corner

While in preview this will bring a view of each candidates form to the screen.
 You can press the esc key to review each in turn.

If they all look ok then you can change the setting to send to default printer directly:
*(Note if your uncertain, you can always select Preview first to view the results on the screen)*Select Parameters tab

then go back to judge 1 tab and click the print button

(Note: Should you <u>not</u> wish to have the speaker names appear on any judges forms you have several options)

1. *Use the pre-printed forms from the Air Cadet League Website which have no names on them.*
2. *Print the forms for the judges prior to entering the candidates' names. or*
3. *Use Speaker 1, Speaker 2, Speaker 3, etc. when entering the names and then substitute the correct names before printing any final results.*
   1.

Forms from the website

(You can get empty pre-printed forms from the Air Cadet League website by selecting the effective speaking program and clicking the Competition Forms option on the resource page)

January 20 (an hour before the competition.)

Set up your computer and printer and quickly check that your printer is working and that you have lots of paper and ink. Don't select a plug in that has a coffeemaker, or photocopier and check that, with your

computer running and printing, and the sound amps on and speakers working, etc., that you won't blow any breakers.

Open your Jan 14 spreadsheet copy

EST03-1234-speakers-staff-Jan-14-pre-ES

Enter in the final information – Timekeeper names, Judges' names, and when you have it the speaking order.

Speaking order

you have been given the following draw sequence

> Cpl Elm 1
> Cpl Rattan 2
> Sgt Wicker 3
> FSgt Spruce 4
> Sgt Willow 5

Go to the speakers Tab and enter the draw sequence and then click sort. This button will only work once, so be sure you have the correct information before you click on it.

Effective Speaking Competition, Squadron level
Held on 20/01/2018 at Squadron 1234 LHQ

Sort based on Sequence

Speakers List

#	Name	Squadron/Region	Lang.	Selected Topic	Draw Sequence
1	Cpl Elm	1234	FR	L'humour est la meilleure médecine	1
2	Cpl Rattan	1234	EN	The role Indigenous people have played in Canada's heritage	2
3	Sgt Wicker	1234	EN	Lest We forget	3
4	FSgt Spruce	1234	EN	How space exploration can lead to scientific advances on Earth	4
5	Sgt Willow	1234	EN	How space exploration can lead to scientific advances on	5
6			EN		
7			EN		
8			EN		
9			EN		
10			EN		
11					
12					
13					
14					
15					
Number of speakers		5			

Hand out the forms

Timekeeper forms to the timekeepers

Speaker forms to the MC and possibly to the person marshalling cadets on and off in sequence

These should be sorted in the order that the cadets will speak

If you enter the speaking order and then sort based on sequence (speaker Tab and click on Sort Based on Sequence) it will put the speakers in a new order. Once you have done so you will need to reprint the Speakers Lists & Timekeeper Worksheets. So don't give out your blank worksheets created the day before if you intend to sort them, rather print new ones and give those out to your organiser and timekeepers in their stead.

Judge scoring forms

Your judges should be able to provide you with the impromptu speech topics so you can enter them now. If they cannot, you will need to enter "topic not available" and the judges will need to adjust.
If you need to re-print any score sheets you can avoid duplication by unchecking the prepared or impromptu box and print again.

At this stage all the staff have their forms, and the competition is ready to start

It is recommended that you save your file again. (The file name below is merely a suggestion, use a name and format that you are comfortable with)

EST04-1234-speakers-staff-Jan-19-Ready

The competition begins

As each speaker is called up and completes their speech, the judges will score them.
As each speaker is finished, you will receive a completed score for the candidate from each judge.
For example you will start receiving these forms back and they may look something like this

It should be signed. (Keep this copy for manual backup until the competition is over.)

Enter judges' results

Go to the Judge 1 tab and enter the following information:

Verify several items as you enter them

1. The Name of the candidate is the same.
2. If the judges have totalled their results, then compare your totals and note any differences. If the judges have not totalled their results then your totals will be used to determine the scoring.
3. If a score is missing. (A zero is a score, a blank means it's missing a score-don't assume blanks are zeroes.)
4. Timekeeper information will likely arrive at the end of the competition.

Save at regular intervals

It is important to save at regular intervals. You may wish to consider slightly changing the file name after key saves so you can go back to a specific point in time if necessary. Examples might be "ES competition –before" , " ES competition-during", "ES competition –final results" The choice on how to do this is up to you and the coordinator. But whatever you use, it id HIGHLY recommended to frequently save.

This is the information provided by the judges. It was abbreviated to save including 30 extra pages in this manual but will arrive on single sheets for each competitor and judge as in the one above.

			Arouse Interest	Effective	Information Comp	Knowledge	Speech developed	Proper And Effective use	Kept to topic	Correct Grammar	Appreciation	Sum up	Logical	Spoke to Audienc	Rate of Delivery	Stance	
Judge 1	Prepared	Cpl Elm	3	3	2	3	3	4	4	3	1	3	3	8	8	2	50
Judge 2	Prepared	Cpl Elm	3	0	0	0	2	0	5	3	2	3	1	3	6	6	34
Judge 3	Prepared	Cpl Elm	1	3	1	1	3	2	3	3	1	2	0	1	5	2	28
Judge 1	Prepared	Cpl Rattan	0	3	1	4	4	1	2	3	0	1	2	5	7	1	34
Judge 2	Prepared	Cpl Rattan	2	3	1	2	3	2	2	4	1	2	1	2	9	2	36
Judge 3	Prepared	Cpl Rattan	2	2	3	2	5	2	1	3	0	2	1	9	0	7	39
Judge 1	Prepared	Sgt Wicker	1	1	4	4	2	5	3	1	2	3	1	4	0	3	34
Judge 2	Prepared	Sgt Wicker	3	1	3	5	2	0	0	2	1	2	2	3	0	9	33
Judge 3	Prepared	Sgt Wicker	4	4	2	0	5	1	1	2	0	1	3	5	3	4	35
Judge 1	Prepared	FSgt Spruce	1	4	4	2	3	2	3	5	2	3	0	7	1	10	47
Judge 2	Prepared	FSgt Spruce	0	3	1	2	4	0	3	4	1	2	0	8	4	8	40
Judge 3	Prepared	FSgt Spruce	2	3	4	5	0	4	5	1	2	1	1	7	7	3	45
Judge 1	Prepared	Sgt Willow	1	3	3	0	4	4	4	3	2	2	1	4	0	0	31
Judge 2	Prepared	Sgt Willow	2	2	1	5	4	3	2	3	0	2	2	7	9	3	45
Judge 3	Prepared	Sgt Willow	3	3	3	4	0	2	4	4	0	1	2	3	10	3	42
			4	4	5	5	5	5	5	5	2	3	3	10	10	10	76

and then impromptu

			Arouse Interest	Effective	Information Complete	Knowledge	Speech developed	Proper And Effective use	Kept to topic	Correct Grammar	Appreciation	Sum up	Logical	Spoke to Audienc	Rate of Delivery	Stance	
Judge 1	Impromptu	Sgt Willow	1	1	1	0	2	1	1	0	0	0	0	3	1	2	13
Judge 2	Impromptu	Sgt Willow	1	1	0	1	1	1	1	0	1	0	1	3	1	1	13
Judge 3	Impromptu	Sgt Willow	0	0	0	1	0	0	1	0	0	0	1	1	3	2	9
Judge 1	Impromptu	FSgt Spruce	2	1	0	1	0	2	1	0	1	0	1	2	3	0	14
Judge 2	Impromptu	FSgt Spruce	0	0	1	1	2	2	1	0	1	1	0	2	3	2	16
Judge 3	Impromptu	FSgt Spruce	0	0	1	0	2	2	0	0	1	0	1	1	1	2	11
Judge 1	Impromptu	Sgt Wicker	1	1	1	0	2	2	1	1	1	1	0	2	2	1	16
Judge 2	Impromptu	Sgt Wicker	2	1	0	1	0	1	1	0	1	0	1	1	2	0	11
Judge 3	Impromptu	Sgt Wicker	1	1	1	0	2	2	2	1	1	0	0	2	1	1	15
Judge 1	Impromptu	Cpl Rattan	0	0	0	1	1	2	0	0	0	1	0	3	2	0	10
Judge 2	Impromptu	Cpl Rattan	1	1	0	1	0	1	0	1	0	0	1	1	0	0	7
Judge 3	Impromptu	Cpl Rattan	1	1	0	0	1	2	1	1	1	0	0	2	3	1	14
Judge 1	Impromptu	Cpl Elm	0	1	0	1	1	2	0	1	0	1	0	2	1	2	12
Judge 2	Impromptu	Cpl Elm	1	0	0	0	1	2	0	0	0	0	1	0	2	1	8
Judge 3	Impromptu	Cpl Elm	1	1	1	0	0	2	0	0	1	1	1	0	1	1	10
			2	1	1	1	2	2	2	1	1	1	1	3	3	3	24

Speakers have completed their speeches.

And now here come the time faults click on the timekeepers tab and enter the following: (Note: you only have to enter the times; the tool calculates the faults.)

Effective Speaking Competition, Squadron level
Held on 20/01/2018 at Squadron 1234 LHQ

TIMEKEEPER WORKSHEET

SPEAKER	PREPARED SPEECH Duration min	sec	Faults (Max. of 7)	IMPROMPTU SPEECH Duration min	sec	Faults (Max. of 3)	TOTAL PENALTY Duration min	sec	Faults (Max. of 10)	Comments
1 Cpl Elm	5 m	30 s	0	2 m	30 s	0	8 m	0 s	0	
2 Cpl Rattan	5 m	32 s	0	2 m	45 s	0	8 m	17 s	0	
3 Sgt Wicker	5 m	55 s	0	3 m	52 s	3	9 m	47 s	3	
4 FSgt Spruce	4 m	55 s	1	2 m	34 s	0	7 m	29 s	1	
5 Sgt Willow	3 m	10 s	7	2 m	25 s	0	5 m	35 s	7	
6										
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13										
14										
15										

I certify this copy conforms to my observations
of the competition

Timekeeper 1	Timekeeper 2	Date

Instructions for the Timekeeper

Prepared: 5:00 In the speech: show. . . . . 1 minute   Impromptu: 2:00 In the speech: show. . . . . 1 minute
           5:30 In the speech: show. . . . . 30 seconds   2:30 In the speech: show. . . . . 30 seconds
           6:00 In the speech: show. . . . . Time Elapsed   3:00 In the speech: show. . . . . Time Elapsed

Okay, now the competition is over, we should have some results.

TELLER TAB

Click on the Teller Tab and you should see these results

Effective Speaking Competition, Squadron level
Held on 20/01/2018 at Squadron 1234 LHQ

TELLER WORKSHEET

SPEAKER			PREPARED SPEECH				IMPROMPTU SPEECH				FINAL
#	SPEAKER NAME	SQN/REGION	1st JUDGE	2nd JUDGE	3rd JUDGE	TOTAL A	1st JUDGE	2nd JUDGE	3rd JUDGE	TOTAL B	TOTAL A + B
1	Cpl Elm	1234	50 / 76	34 / 76	28 / 76	112 / 228	12 / 24	8 / 24	10 / 24	30 / 72	142 / 300
2	Cpl Rattan	1234	34 / 76	36 / 76	39 / 76	109 / 228	10 / 24	7 / 24	14 / 24	31 / 72	140 / 300
3	Sgt Wicker	1234	34 / 76	33 / 76	35 / 76	102 / 228	13 / 24	8 / 24	12 / 24	33 / 72	135 / 300
4	FSgt Spruce	1234	46 / 76	39 / 76	44 / 76	129 / 228	14 / 24	16 / 24	11 / 24	41 / 72	170 / 300
5	Sgt Willow	1234	24 / 76	38 / 76	35 / 76	97 / 228	13 / 24	13 / 24	9 / 24	35 / 72	132 / 300
6											
7											
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12											
13											
14											
15											

I certify this copy conforms to my observations
of the competition

_____   _____
Alfred Bloggins   Date

These will be the totals for each candidate after.

If you want to be comfortable with the results, you can print this off (Ctrl-p and then print) and then do a quick sheet check. You can then sign this.

Also print a copy of the final results and sign it. Final Tab ctrl-p and print.

Present both these sheets to the coordinator.

You should keep all your backup copy sheets until the winners have been announced.

Once the Coordinator has made the winning announcement, ask the coordinator for permission to destroy the scoring sheets. Do so and delete all files which contain any scoring.

CONGRATULATIONS

If you have successfully completed this exercise, you should feel confident to go on to a real competition!!

Change History

Tool	v18.214.4550 Aug 4, 2018	Increased topic options to 12 from 10 and preloaded 2019 topics. Changed Subject Title to "Select subject or type Cadet Choice"
Document	2018 ver A Aug 9, 2018	Generalize file save instructions, add advice about print preview. Instructions to Judges removed to allow coordinator to decide on procedures.