



# The Catholic Women's League of Canada

## Toronto Diocesan Council

### MARY MATTHEWS PUBLIC SPEAKING CONTEST TIMEKEEPER INSTRUCTIONS AND RECORD SHEET

1. The Prepared Speech is 3 to 5 minutes in length. Stand at the 5 minute mark. The contestant then has 30 seconds to complete the speech without penalty.
2. The Impromptu Speech is 1 minute in length. Stand at 1 minute and remain standing until the completion of the speech. The contestant has 10 seconds to complete the speech without penalty.
3. Record times and calculate any penalties.
4. Penalty Points Calculation:  
Prepared Speech
  - Allowance of 30 seconds if under 3 minutes or over 5 minutes with no penalty.
  - Penalty of 1 point for every 5 seconds or part thereof beyond the 30 second allowance.Impromptu Speech
  - Allowance of 10 seconds if under or over 1 minute with no penalty
  - Penalty of 1 point for every 5 seconds or part thereof beyond the 10 second allowance.

#### TIMEKEEPER'S RECORD

Contestants	Prepared Speech Time	Impromptu Speech Time	Penalty Points to be deducted
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			