



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			