

# **Time to Talk Public Speaking Competition 2023/24**

## **Conditions and Regulations**

### **1. Organiser**

The Regional NET Coordinating Team (RNCT), Native-speaking English Teacher (NET) Section, Curriculum Development Institute (CDI), Education Bureau.

### **2. Aims**

The Time to Talk Public Speaking Competition is an inclusive competition that aims to engage students of all ability levels to:

- learn public speaking techniques to hone their presentation skills;
- promote creative use of language;
- experiment with the use of English to develop confidence in front of an audience; and
- develop research, collaboration and IT skills to improve their communication.

### **3. Design of the Time to Talk Competition**

3.1 Time to Talk is open to students from public sector and Direct Subsidy Scheme (DSS) primary and secondary schools adopting local curriculum in Hong Kong. Students will work in a team or teams of 2 – 4 to deliver a public speech in English of 3 – 4 minutes, supported by the use of IT.

3.2 The competition comprises two rounds for both the Primary and Secondary Divisions, with Round 1 being conducted at the school level and Round 2 being the inter-school final, which will be held face-to-face.

3.2.1 Round 1 of the competition can be conducted for internal selection purposes or to engage more students in speaking tasks within schools. This round is designed for schools to engage as many students as possible in public speaking. It can be school-based or it may be inter-school on a small scale (e.g. involving nearby schools, schools from the same school-sponsoring body). It is the school's decision how they wish to conduct Round 1. It can be on a small or larger scale. Small individual trophies will be made available to student teams (2-4) who gain 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or a merit place in Round 1. These are, however, limited and will be given to schools on a first-come first-served basis.

3.2.2 Round 2 is the finals. This will be a face-to-face competition. This will be judged at a location yet to be confirmed in May for both primary and secondary students. Students would perform live and be judged by a team of 2 adjudicators. Primary and secondary schools may enter up to two teams.

3.3 In case of oversubscription, schools will be entered on a first come, first served basis.

### **4. Schedule of Events and Submission Deadlines**

<b>Schedule</b>	<b>Event</b>	<b>Related Document</b>
September - October 2023	Invitation to take part in Time to Talk	Email from the NET Section, CDI, EDB.
Mid-October 2023	Conditions and Regulations on	Conditions and Regulations

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	EDB website and NET Scheme e-Platform	
24 October, 2023 4:00 p.m. – 5:00 p.m.	Briefing session (online)	EDB Training Calendar System (TCS) notification – online application (Course Code: CSD020240279)
28 & 30 November 2023	Public speaking Series: Speaking with Purpose (Blended) (Re-run)	EDB Training Calendar System (TCS) notification – online application (Course Code: CSD020240285)
4 December, 2023	Deadline for submission of entry forms	Time to Talk Competition Entry Form
December 2023 to April 2024	Round 1 to be held in schools	Email reminder
May 2024	Face-to-face competition followed by award announcement and/or prize presentation on the event day (TBC)	Email from the NET Section, CDI, EDB, to notify schools of the confirmed date  Permission for the Use of Images Form ( <b>to be submitted 2 weeks before the day of the competition, only electronic copies will be accepted</b> ). Presentation slides ( <b>to be submitted 2 weeks before the day of the competition</b> ). No changes can be made after this date.

### 5. Expectations

5.1 Schools are strongly encouraged to send one or preferably two English teachers (one of whom may be the NET) to attend the professional development workshop on public speaking on 30 November 2023.

5.2 Teachers will need to:

- attend the online briefing session on 24 October 2023;

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- hand out and collect parental consent forms for the NET Section to take images of students for later possible use for educational purposes and for uploading to the Internet;
- participate fully in all public speaking activities at the professional development workshop;
- use what they have learnt to prepare their students for the competition;
- facilitate the development of the speech and ongoing training of students;
- organise a Round 1 and
- make arrangements with the NET Section for prize collection (including certificates of participation) within 2 months after the competition.

#### 5.3 Students will need to:

- participate fully in any training sessions organised by their teachers in preparation for the competition;
- participate in Round 1 of the competition; and
- take part in the competition by giving a public speech, in a team of 2 – 4, for 3 – 4 minutes.

## **6. Conditions of Entry**

6.1 The deadline for submission of entry forms is **4 December 2023**

6.2 The briefing session will provide teachers with competition details and regulations. Schools entering the competition should send at least one teacher to attend the briefing session.

6.3 There will be a workshop on teaching public speaking. If you have attended previously, there is no need to attend again unless you wish to. Please refer to the EDB Training Calendar System (TCS) for **online application**.

6.4 Schools may request school support from the RNCT, NET Section. The RNCT will offer different types of support, including consultation sessions and school-based teacher training workshops whenever appropriate.

## **7. Topics**

7.1 Schools must choose one of the following topics. The topic may be the same or different for Rounds 1 and 2. The stimulus is presented in the form of a song. There is no need to use the lyrics in the speech. It is advised to view suitable music videos which may help the students gain a greater understanding of the mood of the song.

- Primary Division

Stand By Me - Ben E. King

Under the Sea - From the Little Mermaid

I'll Be there for You - The Rembrandts

Where You Are - From Moana

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Own choice selection (to be sent to the NET section prior to the Finals for acceptance)

- Secondary Division

Where is the Love? - The Black Eyed Peas

We are Family - Sister Sledge

Where You Are - From Moana

One Call Away - Charlie Puth

Own choice selection (to be sent to the NET section prior to the Finals for acceptance)

7.2 Teams must show evidence of research for their speeches.

7.3 Resources used for their research must be cited in the presentation (e.g. PPT slides) used.

7.4 Teachers are expected to encourage their students to research the topic as thoroughly as possible by reading and viewing relevant materials.

### **8. Student Participants**

8.1 Primary and secondary schools may enter up to two teams in the finals.

8.2 The team can be made up of students from any year level or a combination of year levels.

8.3 A student can only be entered in one team/entry.

### **9. Presentations in Round 2 (Finals)**

9.1 All teams must be comprised of 2 - 4 students.

9.2 The speech must be 3 - 4 minutes.

9.3 Small props are allowed if they significantly contribute to the speech.

9.4 Students should present their speech with some slides (e.g. PowerPoint, Google Slides, Prezi) to accompany what they are saying. This should be done in the context of the group speech. The slides should be static rather than animated or should not contain any moving images. Non-copyright music **is** allowed if it significantly contributes to the speech.

9.5 Cue cards and devices are allowed with minimal words but students are strongly advised to be familiar with the material.

9.6 A bell will be rung once to signal the beginning of the students' speech.

9.7 Teams must have a teacher or student to control the IT equipment. This team member will not be awarded a certificate.

### **10. Adjudication**

10.1 For Round 1, the judging panel must comprise at least two adjudicators. For the finals,

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there will be at least two representatives from the EDB and outside organisations.

10.2 The decision of the judging panel will be considered final. No correspondence will be entered into after the results have been announced.

10.3 Student speeches will be assessed on the criteria below. The judging panel will also look at the overall impact of the combination of these criteria.

A. Use of spoken English	intelligibility, fluency, stress, intonation, range of vocabulary, grammar, signposting
B. Use of voice	expression of emotions, voice projection/audibility, pace, pitch, pause
C. Content	ideas, structure, examples, entertainment value, evidence of research skills
D. Presentation style	awareness of audience, gesture, eye contact, ingenuity of delivery
E. Use of IT	connection to presentation, written English, selection of images (if applicable)
F. Teamwork	All students interact meaningfully with one another, contributing significantly to the presentation; fair distribution of content, smooth turn taking

### 11. Awards and Certificates

Awards and certificates will be given as below:

<b>Team awards and prizes for Finals:</b>	
1 <sup>st</sup> Prize	Book coupons + team trophy + certificates
2 <sup>nd</sup> Prize	Book coupons + team trophy + certificates
3 <sup>rd</sup> Prize	Book coupons + team trophy + certificates
Merit	Book coupons + team trophy + certificates
Merit	Book coupons + team trophy + certificates
<b>Other:</b>	
Every team member in the non-winning teams	Certificate of Participation
<b>Awards and prizes for Round 1:</b>	
Individual trophies will be provided for schools to present to students for the same prize categories as above <b>subject to availability.</b>	

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Every team member in the non-winning teams	Certificate of Participation (provided for schools to issue certificates – schools to assign names)
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### 12. Reminder of Submission of Entry and Forms

Deadline	Related Document
On or before 4 December 2023	<ul style="list-style-type: none"> <li>• The <b>Competition Entry Information Google Form</b>: <a href="https://docs.google.com/forms/d/e/1FAIpQLScu2D5TXbXaOGS7SuWO7weSnqOx_LgV_BbUYOygSB95x3Xn0g/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLScu2D5TXbXaOGS7SuWO7weSnqOx_LgV_BbUYOygSB95x3Xn0g/viewform?usp=sf_link</a></li> <li>• A scanned copy (PDF) of the completed <b>entry form</b> can be uploaded to a Google Form:               <ul style="list-style-type: none"> <li><b>a. Primary Entry Form Submission:</b> <a href="https://docs.google.com/forms/d/e/1FAIpQLSdW79D-J-_m_hwyEuWa4LcKI8IHnRGIPiT_MzkRtGeMsXCW1A/viewform?usp=sharing">https://docs.google.com/forms/d/e/1FAIpQLSdW79D-J-_m_hwyEuWa4LcKI8IHnRGIPiT_MzkRtGeMsXCW1A/viewform?usp=sharing</a></li> <li><b>b. Secondary Entry Form Submission:</b> <a href="https://docs.google.com/forms/d/e/1FAIpQLSeyCYOWs7FP1zlVIQh8uZGhJF2HOGILjMqkasiVmqrstzUwh6w/viewform?usp=sharing">https://docs.google.com/forms/d/e/1FAIpQLSeyCYOWs7FP1zlVIQh8uZGhJF2HOGILjMqkasiVmqrstzUwh6w/viewform?usp=sharing</a></li> </ul> </li> </ul>
March 2024	<ul style="list-style-type: none"> <li>• A soft copy name list must also be submitted through Google Form. This soft copy name list will be used to issue the Prize Winners' Certificates and the Certificates of Participation. Teachers-in-charge are responsible for the accuracy of the names. Replacement certificates will not be provided to accommodate a subsequent name change. Certificates of participation can be collected within 1-2 months of the completion of the competition.</li> </ul>
April- May 2024	<ul style="list-style-type: none"> <li>• A scanned copy (PDF) of the completed <b>Permission for the Use of Images</b> form for each participating student uploaded to the Time to Talk team via a Google Form (to be submitted two weeks before the day of the competition only electronic submissions will be accepted).</li> <li>• <b>Presentation slides</b> (to be submitted 2 weeks before the day of the competition via a Google Form). These will be the slides used on the day of the competition.               <ul style="list-style-type: none"> <li><b>a. Primary Permission for Use of Images form and</b></li> </ul> </li> </ul>

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	<p><b>slides submission:</b> <a href="https://forms.gle/88eNxxhG1k31Z8CKcA">https://forms.gle/88eNxxhG1k31Z8CKcA</a></p> <p><b>b. Secondary Permission for Use of Images form and slides submission:</b> <a href="https://forms.gle/ePXXJzDXmHY4PUCh9">https://forms.gle/ePXXJzDXmHY4PUCh9</a></p>
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Entry forms will be submitted via a Google Form.

- **Primary Entry Form Submission:**  
[https://docs.google.com/forms/d/e/1FAIpQLSdW79D-J-m\\_hwyEuWa4LcKI8IHnRGIPiT\\_MzkRtGeMsXCW1A/viewform?usp=sharing](https://docs.google.com/forms/d/e/1FAIpQLSdW79D-J-m_hwyEuWa4LcKI8IHnRGIPiT_MzkRtGeMsXCW1A/viewform?usp=sharing)
- **Secondary Entry Form Submission:**  
<https://docs.google.com/forms/d/e/1FAIpQLSevCYOWs7FP1zVIQh8uZGhJF2HOGILjMqkasiVmqstzUwh6w/viewform?usp=sharing>

Permission for Use of Images form and slides will be submitted via Google Forms.

- **Primary Permission for Use of Images form and slides submission:**  
<https://forms.gle/88eNxxhG1k31Z8CKcA>
- **Secondary Permission for Use of Images form and slides submission:**  
<https://forms.gle/ePXXJzDXmHY4PUCh9>

### 13. Enquiries

For enquiries, please contact Mr Craig Robertson at 3549 8324 or by email at [craigrobertson@edb.gov.hk](mailto:craigrobertson@edb.gov.hk).