MENZIES SPEECH COMPETITION RECORDING GUIDELINES

Robert Menzies INSTITUTE

To help you have the best chance of succeeding in the competition, the judges have provided the following advice on your presentation and recording setup. Following this advice will allow the judges to assess and compare your speech against others' fairly, and will ensure that your entry is able to score as highly as possible. We recommend paying close attention to what they have to say!

- You should prepare and record this speech **as if you are addressing a live audience** in front of you - remember, this is what you will be doing at the Institute's conference if your entry wins the competition!

- You should employ all the usual elements of public speaking to your advantage: this includes eye contact, gestures, pacing, facial expressions, etc. (note that these are **directly assessable** on the rubric)

- You should aim to memorise your speech, using flashcards sparingly (if required) to assist your delivery - reading a speech directly (whether off a piece of paper **or your laptop screen**) is obvious to judges and will negatively impact your score for delivery

- Make sure that you **fully understand all the words and concepts** that you use in your presentation (it's worth looking up pronunciations if you need to) - this ensures that your own voice and analysis shine through in your presentation

- Your clothing should be neat and professional, so as not to detract from your presentation - **school uniform or smart casual clothing** are both appropriate

- In your recording, you should be standing, with **good posture**, approximately **1-2m from the camera** with your **head and upper body clearly visible** - this ensures that all your expressions and gestures are captured in the recording

Example of an excellent recording setup:

