



Timekeeper - Public Speaking Competition

Role of the Timekeeper

Your responsibility is to ensure each presentation adheres to the allotted time, signalling clearly when time is up and the presentation needs to conclude. Accurate timing contributes to fairness and smooth running of the competition.

Timing Structure

- **Speaker:** 5 minutes
- **Overall presentation:** 14 minutes

Signals

Use a clear audible or visible signal (i.e., bell, gavel, knock, clap) to communicate:

- **The end of the overall presentation:** one signal (time's up).

Procedure

1. Start your timer as soon as the chairperson begins speaking and starts the presentation.
2. The speaker should begin their speech at minute 1:00 and conclude at minute 6:00. Note down if the speaker goes over or under their allotted 5 minutes.
 - It is the chairperson's responsibility to time keep the speaker's speech. Noting the timing for the judges helps them know if the chairperson accomplished this aspect of their role.
3. At the end of the presentation, minute 14:00, issue one signal. If the presentation continues after minute 14:30, continuously signal until they stop.
4. Note the actual time and record any significant overrun for the judges.



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5. Repeat steps 1-4 for each presentation.
 6. At the end of the final presentation, present your time recordings to the ESU Competition Lead, who will give it to the judges for their deliberation.

Thank you for your assistance in ensuring a smooth competition!

