

3/22 /2019 演講 /朗讀 比賽流程

6:40 pm

- 佈置比賽場地: 演講: 大禮堂 (Multi-purpose Room) 朗讀: 圖書館 (Library), 排桌椅, 張貼標示(前後門)"演講/朗讀比賽場地", "比賽中, 請由後門進出"

Setting Up: **Speech**(at Multipurpose Room), **Recitation**(at Library) set up the room, post signs(front and back doors) as "Speech/Recitation Contest Site", "Contest in process, please use the back door." .

- 裁判/義工於 room 100 是報到並領取文件名牌

Judge/Volunteer report to the Teacher's Lounge and get name tag and documents

7: 00 pm

7:00~7:10 pm

- 登記參賽學生到自己班級教室報到。Registered participating students report to their own class classroom.
- 家長代表清點原來班級學生, 依照組別, 將原班級學生分隊。Parent representative count his/her own class of students, and divide the students according to their designate groups.
- 裁判與記時員到 Multipurpose Room 報到, 領取裁判與記時員信封。若有緊急事故, 無法準時到達, 請和鄭謀驥聯繫: (734) 358-4766。Judges and Time Keepers please report to the Teachers' Lounge to receive the judge or time keeper envelopes. If you cannot arrive on time due to an emergency, please contact Mou-Chi Cheng: (734) 358-4766.

7:10~7:20 pm

- 登記參賽學生統一家長代表帶到大禮堂或圖書館就定位。Registered participating students collectively led by representatives of parents to Multi-purpose Room or Library to sit in.
- 指示各裁判與記時員逐一註明“缺席, 或“變換上台順序”等情形。Judge and Time keepers record “absent” or any change of “contestants’ order”
- 注意事項: Special note:
 - 不得任意進出比賽場地, 如需出入,請告知門禁管制人員。管制人員會在中間學生換場,或稍作休息階段,開門讓家長進出。During the contest, no one is allowed to enter or exit the place. Only Door Keepers has the right to give the permission of entering/exiting the room.

o 如火警警鈴響,即刻依火警演習指示;往後門離開,直到停車場空地。If there is a fire alarm, please follow the staffs' order to exit the room.

- 主持老師宣佈演講比賽開始,請第一位參賽者上台。MC announces the contest start.
- 比賽過程中,留意裁判及門管人員示意,機動調節學生上台時機,減低家長進出時的影響。During the contest, please follow the instructions by Judge and Door Keeper

7:20 pm

- 一定要開始比賽。Start the contest.



宣佈事項:

- 四歲及以下的嬰兒及幼兒,在比賽期間,請避免進入比賽場地。若必需進入,請家長約束保持肅靜。Age 4 and under is not allowed. If the must stay in the place, please keep an eye on your kid all the time.
- 請將手機關機或調為震動,比賽場地內避免使用。若影響比賽進行,經裁判長裁決後,得處以扣分處分。please turn off the cell phones. It may result in deduction of your child's score.
- 除了第一組以外,參賽學生的家長不可在台下提詞或比手勢。由主持人以及場地總協調負責監督的工作。第一次違反規定,由場地總協調提出警告。第二次以後違反規定,由裁判長每次扣其學生總分數二分。Group 2 and up, parents can not give any hint to your child. It will affect contest's score by 2 points deduction.
- 參賽同學,在前一位參賽者上台比賽後,請在場地總協調引導下,就準備位置。Contest proceeds to the stage followed the instruction by MC
- 唱名上台比賽時,請移動至台上標識位置後,即可開始演講。Please stand at the mark on stage, then start your speech.
- 演講完畢後,請下台回原位就座。若想要離席,必須等到換組休息。After giving the speech, please return your seat.
- 比賽進行中,請勿進出,門禁義工會將門關緊。只有門開啟或換組時,得以進出比賽會場。During the contest, no one is allowed to enter or exit the place. Please ask for Door Keeper's permission for entering/exiting.
- 比賽中僅可由參賽學生家長對自家參賽者錄影及攝影。請家長拍照時關掉鎂光燈,並保持於裁判區之後,避免影響到裁判評分。若影響比賽進行,經裁判長裁決後,得處以扣分處分 Parents can only take photograph/record of your child. Please turn off the spotlight when taking a photograph. Not following the rule will result in deduction of your child's score.
- 比賽中,請在座參賽者勿干擾台上比賽者。情形嚴重時,該參賽者將與減分,比賽者得以重講。臨場狀況由裁判長裁決。During the contest, please respect the contest. Disturbing the contest, will result in deduction of your score. Judge will make a decision if there is any unexpected situation during the contest.
- 疏散路線以及出口位置 announce exit door.

任務完成,謝謝大家。