



UNIVERSITY INTERSCHOLASTIC LEAGUE

To: Informative and Persuasive Contest Directors 2024-25  
From: Jana Riggins, UIL State Speech Director  
Re: Administering the Extemporaneous Speaking Contests

As Contest Director for your district or regional Extemporaneous Speaking contests, it is very important that you read carefully the current contest rules in the *Constitution*, the contest procedure instructions in the 2024-25 *UIL Extemporaneous Speaking Handbook* (downloadable from the UIL Extemporaneous Speaking webpage) and this memo in order that your contests run smoothly.

UIL requires the use of the tournament management system *SpeechWire*, including for entries and results. Access the system at [speechwire.com](https://speechwire.com). It has been customized for the League to implement the rules, sectioning, and tabulation according to UIL procedures. It is capable of tabulating the ranks when using panel judges, just as you have been accustomed to TalkTab doing in the past.

UIL TalkTab 3.1 tabulation software is still currently available for downloading free from the UIL website.

<https://www.uilTEXAS.org/speech/info/talktab-speech-tabulation-software>

If you plan to use it, you should download the tabulation software and familiarize yourself with its capabilities especially since you may have to work with your IT staff to ensure you have the equipment needed to run the software.

In order to insure that the extemporaneous speaking contestants are fully aware of contest procedures specific to UIL, we request that you **read aloud the following reminders** in the prep room prior to beginning the draw.

We also request you have a door monitor in the prep room so students leave with nothing more than a card no larger than 3 x 5" (if needed) and their official topic slip. Do **NOT** allow students to exit the prep room with a legal pad or their computer as they leave to deliver their speech.

### UIL EXTEMP CONTEST RULE REMINDERS

- **Preparation room:** To assist in preparing the speech, the speaker may use magazines, newspapers, journals and other published source materials and photocopies made in compliance with copyright laws, and electronic materials saved according to the *UIL Guidelines for Electronic Retrieval Devices in Extemporaneous Speaking*, as long as the material cannot be considered an outline of a speech. Any source material resembling the outline of a speech shall not be used by the speaker to prepare the contest speech. Prepared notes, extemp speeches, debate evidence handbooks and briefs are not allowed. Published material from computer online data services may be used. The URL source of the published downloaded material should be included. Typed or handwritten materials may not be taken into the preparation room, except in the form of an index file which has been prepared by the student for the sole purpose of convenience in finding references to specific topics. Speakers may use laptop and tablet computers and other electronic retrieval devices as long as they are in accordance with the latest *UIL Guidelines: Electronic Retrieval Devices in Extemporaneous Speaking*. Be aware that use of the internet during the UIL contest is not allowed. Wired or wireless connections must be disabled and remain so for the duration of the contests. Cell phones or smart phones or smart watches are not allowed. Conversing is prohibited in the prep room.
- **Restrictions on notes:** A speaker may use only one note card that is no larger than 3x5 inches when delivering the speech. However, there is no limit placed on the quantity of information on the one card. All source citations orally delivered in the speech should be legitimate. When leaving the prep room, contestants may take only their topic slip and notecard to the contest room. No other materials (including a legal pad or electronic retrieval device) may be taken from the prep room.

- **Drawing topics:** At approximately 10-minute intervals, you will be called by speaking order to draw five topic slips from the containers marked by section. After drawing five slips, select one on which to speak and return the remaining four slips to the respective container. Do not discuss your topic with others. After the 30-minute preparation period, take your topic slip to your contest room and present it to the chairperson or judge.
- **Restrictions on time:** There is no minimum time, but a speech may not be longer than seven minutes. You may complete the sentence in progress without disqualification, after the allotted time has expired. The responsibility of keeping within the seven-minute time limit rests with you, not the timekeeper.
- **Verification period:** After both the preliminary round and the announcement of the unofficial results, and the final round and the announcement of unofficial results, your individual evaluation sheets will be made available. Approximately 15 minutes has been allotted for each verification period and it is the responsibility of you and your coach to question any tabulation error before the official results of the rounds are announced. This is not a time to question the decision or ranking a judge has given you. Anyone not present for this ballot verification period forfeits the opportunity to verify tabulation. The verification period after prelims and before the announcement of the students who will advance to finals will begin at approximately \_\_\_\_\_ in room \_\_\_\_\_. The verification period after finals and before the announcement of official results will begin at approximately \_\_\_\_\_ in room \_\_\_\_\_.



## Materials in the Extemp Prep Room

### Allowed

1. **Magazines, newspapers, journals with no added annotations**  
(Examples: *Newsweek*, *Dallas Morning News*, *Wall Street Journal*, *Foreign Affairs*, that may be highlighted in one color and include written citation information, but with no added annotations (explanatory notes or comments))
2. **Other published source materials**  
(Examples: reference books, atlas, book of quotations)
3. **Published speeches**  
(Examples: the presidential State of the Union address, *Vital Speeches*)
4. **Online materials**  
(Examples: printouts of published material from computer online data services if not modified or not in outline form that include the downloaded URL/copyright on print documents, the White House website)
5. **Index without annotation**  
(Examples: computer or handwritten list of subject titles/dates of magazines or folders included in the files)
6. **Computers or other electronic retrieval devices**  
(As specified in the *UIL Guidelines for Electronic Retrieval Devices for Extemporaneous Speaking*)

## Not Allowed

1. **Outlines**  
(Examples: multi-colored highlighted articles that could be interpreted as an outline, outlines from previous speeches, debate briefs, pre-prepared outlines on possible topics, including AI generated main points for a topic.)
2. **Prepared notes, extemp speeches, debate evidence handbooks**  
(Examples: extemp subscription service analyses, database summaries of multiple sources on a specific topic)
3. **Unpublished handwritten or typed material other than an index**  
(Examples: one or more articles cut and pasted into a single document, previously used extemp notecards, flow of a debate round)
4. **Index with annotations**  
(Examples: title of article, with added comment, “great pro-con article on global warming”)
5. **Smart phones and cell phones and smart watches**
6. **Internet access**

*\*Note: Examples given above are not all-inclusive.*

A note to Contest Directors:

Complete instructions on how to run the contest are published in the Appendix of the *Informative and Persuasive Speaking Handbook 2024-25* downloadable from the UIL website.

[https://www.uiltexas.org/files/academics/Extemp\\_Handbook\\_24\\_25\\_Final.pdf](https://www.uiltexas.org/files/academics/Extemp_Handbook_24_25_Final.pdf)

*UIL Guidelines: Electronic Retrieval Devices in Extemporaneous Speaking* are found in the handbook, pp. 17-18.

[https://www.uiltexas.org/files/academics/Extemp\\_Handbook\\_24\\_25\\_Final.pdf](https://www.uiltexas.org/files/academics/Extemp_Handbook_24_25_Final.pdf)