

Timer Assignment Sheet

Timer: No preparation required prior to class. During class the timer will time the following using a stop watch or other device: prepared speeches, evaluations and impromptu participants. During each of the timed presentations, the timer will hold up green, yellow and red folders to give the speaker an indication of their time.

At the start of class, obtain timing device, timing cards and confirm times.

Duty	Name	Time
Speaker 1		
Speaker 2		
Speaker 3		
Speaker 4		
Speaker 5		
Speaker 6		
Speaker 7		
Speaker 8		
Speaker 9		
Speaker 10		
Evaluator 1		
Evaluator 2		
Evaluator 3		
Evaluator 4		
Evaluator 5		
Evaluator 6		
Evaluator 7		
Evaluator 8		
Evaluator 9		
Evaluator 10		
Impromptu 1		
Impromptu 2		
Impromptu 3		
Impromptu 4		
Impromptu 5		
Impromptu 6		
Impromptu 7		

Prepared Speeches

Min time (green): _____

Mid time (yellow): _____

Max time (red): _____

Ex. 3/4/5 or 5/6/7 minutes

Evaluations

Min time (green): _____

Mid time (yellow): _____

Max time (red): _____

Ex. 45/60/1:15 or 1/1:30/2 min

Impromptu Speaking

Min time (green): _____

Mid time (yellow): _____

Max time (red): _____

Ex. 30/45/60 sec or 1/1:30/2 min