



## Sample outline

Since the coordination of the CPF-PEI Concours d'art oratoire event is a team effort, here is an **example outline** of the proceedings:

1. The emcee will give a general introduction.
2. The emcee will welcome the audience, judges, inquirer, and timekeeper.
3. The emcee will introduce each category according to the program.
4. The emcee will introduce each participant and the title of their presentation, assist with the adjustment of the microphone (if necessary), and return to their seat.
5. The participant will begin speaking and the timekeeper will begin timing.
6. When the participant is finished speaking, the timekeeper will stop timing, record the duration of the speech, and calculate any deductions.
7. The inquirer will ask one (1) question, clarifying or rephrasing if necessary.
8. The participant will answer the questions, leave the stage, and the emcee will return to thank the speaker. The emcee will wait as the judges finish making notes and evaluating the presentation before introducing the next participant and the title of their speech.
9. The emcee will announce any breaks in the program (e.g., a 15-minute break for refreshments).