

Our Ref. / Ons Verw:
Your Ref. / U Verw :

De Haviland Crescent No. 5
Torino Suite
Persequor Park, Pretoria
Posbus/PO Box 4806
Pretoria 0001
South Africa

PUBLIC SPEAKING COORDINATOR

4 November 2011

Tel: +27 12 349 2306
Fax: +0866151183
e-mail: owen@vanhuyssteens.co.za

Dear Sir/Madam

VAN HUYSSTEENS ORATORICAL FESTIVAL: 16 – 19 APRIL 2012 - UNPREPARED

General

Van Huyssteens Commercial Attorneys have the pleasure to invite your school to participate in the 2012 Oratorical Festival for individuals and teams. **The Festival will only be for unprepared speeches.** Participation will be 25 teams and 50 individuals per grade and per language. Except for the Afrikaans (16/04/2012) and English (17/04/2012) there is also a bilingual group (18/04/2012).

Participation is easy, save for limited time to do research, concluding all argumentative points and lastly, to communicate same, there is no preparation required - participants arrive unprepared. Learners whom in the past only had limited time to prepare and write speeches can now also participate.

On **Tuesday 24 January 2012** there will be a **Workshop** at Woodhill College from 15:00 to 18:00. At the workshop the following will be discussed: adjudicators, logistics, administration as well as information on how the speeches and festival must be approached for both individual and team participation. At this workshop further information will be provided regarding the festival. It is of utmost importance for all participating schools, learners and adjudicators to attend this workshop. The workshop will be presented by Gielie Hoffmann, appointed by the firm as the adjudicator co-ordinator. Experienced as well as young adjudicators will be appointed for the adjudication.

Learners may participate all three days, but are limited to participating only **once** per day, and therefore, cannot participate in a team and individually **on one day**. Due to limited slots available, schools may only register one team and one individual per grade and language. Elimination rounds must be held at the relevant schools.

Included in this letter please find an example of the timetables for individuals and teams. You will note that there are limited slots available. As set out earlier, there are only 25 teams and 50 individuals per grade, for Afrikaans, English and Bilingual. Unfortunately, we cannot accommodate more participants and therefore it may happen that late entries cannot be accepted.

The following information is included in this letter:

1. Dates and Venue;
2. Themes and Topics;
3. The use of resources;
4. Entries.

All information regarding the following will be available on our website soon www.vanhuyssteens.co.za

1. Rules and Regulations;
2. Entry Form (also attached hereto);
3. Adjudication Form - Speaker;
4. Adjudication Form - Teams;
5. Adjudication Criteria;
6. Guidelines on preparing for the day:
 - 6.1 How to do research;
 - 6.2 How to organize argumentative points;
 - 6.3 How to communicate same.

We kindly request educators to study the rules carefully and communicate it to their learners. Kindly provide them with our website address – www.vanhuyssteens.co.za to enable them to prepare properly.

1. Details of the Oratorical Festival 2012

1.1 Dates and Venue

The Oratorical Festival is hosted at **Woodhill College** from **16 to 19 April 2012**. This year the entire school is available to ensure that learners do not annoy each other during preparation and presentations.

- Monday **16 April 2012 – Afrikaans;**
- Tuesday **17 April 2012 – English;**
- Wednesday **18 April 2012 – Bilingual.** Here learners are to keep a balance between English and Afrikaans. Equal time must be apportioned to both languages. The team participation may be two learners English and two learners Afrikaans or 1 to 4 of them partly English and partly Afrikaans, as long as balance prevails. Points will be subtracted should balance not be kept.

The first three teams and three best individuals per grade and per language (bilingual included) will be invited to participate in the final. Announcement will be made each applicable evening at 20:15, after participation, and will also be published on the firms' website the following day. All previous points awarded will be removed and learners will participate for a first to third place in the final.

1.2 Gala Evening

The final will be held in the form of a gala evening (at Woodhill) **Thursday 19 April 2012**. The schedule will be provided in due course. The prize giving will take place after participation in the afternoon/evening during the gala event.

1.3 Scheduling

- The competition will commence at 14:00 and the aim is to finish no later than 20:30 each evening.
- Learners must be at Woodhill College 1.5 hours before participation.
- **NB** – Learners will receive topics as per the attached timetable.
- **Teams** are not allowed to **speak less than 8 minutes and no longer than 11 minutes**. If time is exceeded they will be stopped.

- **Individuals** are not allowed to **speak less than 3 minutes and no longer than 5 minutes**. If time is exceeded they will be stopped.

NOTE: A full time speech will give the adjudicators only one minute before the next appearance to finalise the points achieved; therefore, they have no choice but to be strict about the time.

1.4 **Preparation Time**

- **1 Hour** for teams; and
- **30 min** for individuals.

TAKE NOTE – If a learner who received a topic (at the Woodhill College hall) arrives more than 1 minute late at the classroom where he/she has to do his/her speech, he/she will be disqualified. It is advisable to locate the classroom where participation will take place before the topic is so chosen at the Woodhill College hall. This will give more time for preparation.

2. **Themes/Topics**

Due to the Oratorical Festival 2012 being **unprepared**, topics will be placed in a hat. Participants draw two topics, choose one and place the other back in the hat within 1 minute. The topics will be as follows:

- 2.1 Philosophical;
- 2.2 Contemporary or recent news and interests;
- 2.3 News of the day.

3. **Use of Resources**

Learners are allowed to use all resources of their choice. This includes, books, newspapers, iPad's, Blackberry's, Laptop's with Internet connection etc. The Woodhill College Computer Centre will also be made available but own resources are always better.

No personal assistance by parents and/or educators and/or other learners will be allowed. However, Grade 8 learners (individual and teams) will be allowed one senior

learner from the same school to give assistance during preparation. The information of such senior learner must be included in the entry form for the Grade 8 learner/s.

Kindly note that only speeches are allowed, no electronic and/or other presentations will suffice.

Any team or individual breaking the rules herein will be disqualified.

4. Entries

4.1 Opening date for entries

Friday, 4 November 2011.

4.2 Closing date for entries

Friday, 23 March 2012.

In order to reconcile, copies of all entry forms as well as proof of payment must be sent to Melanie at Van Huyssteens Commercial Attorneys: Melanie@vanhuyssteens.co.za or telefax: 086 615 1183

4.3 Payment

Entry fees can either be paid electronically or by cheque.

Learners entering and paying at the same time will have the advantage to choose what time of day they want to participate. This chosen time must be indicated - afternoon or evening. We will work on a basis of **first come first serve**. It cannot be guaranteed that this time slot will be available.

NOTE: The later the entries and payments are received, the less the chances are that a learner can choose a preferred time, or even get a slot at all.

- **Cheques** must be made out to van Huyssteens Commercial Attorneys and crossed "Non Transferable". Please send only one cheque for all entries per school.

- **Electronic payment**

The entry fees can also be paid directly to:

Name: Van Huyssteens Commercial Attorneys
Acc. Nr: 62189804646
Bank: First National Bank
Branch: Lynnwood; 252 045
File Ref: VC0474

Please note that **no refunds will be done** for cancellation.

4.4 **Entry fees**

- Teams: R200 per team.
- Individual: R100 per individual.

4.5 **Fees and Program**

- Please note that a learner will only be included in the program schedule if entry fees have been paid in full.
- All correspondence will be via e-mail. Please make sure your e-mail address is correct.

We are looking forward to your school's participation in the **2012 Van Huyssteens Oratorical Festival**.

Yours Sincerely

VAN HUYSSTEENS

PER: JOHANN VAN HUYSSTEEN

/Encl.