

### 1. Opening (プログラムリーダー挨拶)

Thank you very much for your kind introduction.

Guests and members, welcome to our ITC-J English Speech Contest.

It's a great honor for me to serve as a program leader today.

### 2. Return of the Trophy (トロフィーの返還)

ITC-Jコンテストのみ

Prior to the contest, Ms.○○○ ○○○, the first place winner of the last contest, will return the trophy to President ○○○ ○○○.

Ms.○○○, would you please come forward to the stage?

トロフィー返還

Thank you, Madam President and Ms.○○○ ○○○.

### 3. Rules (規則)

Before we start the contest, let me briefly explain the rules of the contest which are in effect from August 1, 2024 to July 31, 2025.

The briefing for the judges has been finished by the contest committee chairperson.

Every speaker was given the three same subjects 3 weeks prior to the club contest, chose one of them, and makes a speech with one's own title.

#### Explanation of Time Rules (制限時間)

The speech shall be a minimum of 5 and maximum of 8 minutes.

Speakers failing to observe these limits shall be penalized 1 point for each second under or over time.

Timing shall begin when a speaker uses any verbal or nonverbal communication as part of the speech, and shall end when this communication stops.

Speakers shall be given a lighted signal at 5 minutes.

The light shall remain on for 1 minute. There will be no further signals after that.

Timer, Ms.○○○○, will you demonstrate the light signal?

タイマーライト点灯 All right.Thank you.

At 9 minutes the timer will stand up to indicate that the speaker should stop the speech.

#### To the Judges (審査員へ)

Judges, I'd like to confirm the voting procedure.

You will have 2 minutes to complete the worksheet after each speech.

After completing the last speaker's worksheet, you will have 2 minutes to complete your ballot.

When you complete your ballot, please put it in the envelope and hand it to your escort.

**To Judge Escorts** (審査員エスコートへ)

Judge escorts, please let me know by raising your hand when you receive the envelope.

**To the Audience** (会場の皆様へ)

Guests and members, here are some requests for you.

No one is allowed to enter or leave the room while a contestant is speaking.

Please refrain from taking photos.

Please make sure to turn off your mobile phones. **携帯電話の電源をお切りください。**

Lastly, we'll ask you to give the speakers a big applause after their speeches, not before the speeches.

**4. Introduction of members who work for our contest** (役割担当者の紹介)

The names of the members who work for the contest are listed in the Conference booklet.

**5. The Speaking Order** (出場・スピーチ順)

Now I'll announce the speaking order.

It has already been decided by drawing lots.

Please open your Conference booklet to page X and write down the order on it if necessary.

We have ( ) speakers today.

2回繰り返し読み上げる(2回目は何番目と氏名)

The first speaker is Ms. \_\_\_\_\_ from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The first speaker is Ms. \_\_\_\_\_

The second speaker is Ms. \_\_\_\_\_ from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The second speaker is Ms. \_\_\_\_\_

The third speaker is Ms. \_\_\_\_\_ from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The third speaker is Ms. \_\_\_\_\_

The fourth speaker is Ms. \_\_\_\_\_ from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The fourth speaker is Ms. \_\_\_\_\_

The fifth speaker is Ms. \_\_\_\_\_ from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The fifth speaker is Ms. \_\_\_\_\_

Thank you.

**6. The Beginning of the English Speech Contest** (英語の部スピーチコンテスト開始)

Now it's time to begin the ITC-J English Speech Contest 2025.

(下記は参考資料)

Order	Council	Contestant	Subject	Title
		(Club)		
	No.			
	No.			
	No.			
	No.			
	No.			

### スピーカーの呼び出し開始

スピーカーの登壇状況に合わせて紹介を始める。

#### 1番目のスピーカー登壇

The first speaker is Ms. \_\_\_\_\_

from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Ms. \_\_\_\_\_ please.

スピーチ・スピーチ終了 呼びかけ後、着席・終了後、拍手を誘導しながら起立

Thank you Ms. \_\_\_\_\_

### Judge's Worksheet (採点)

Judges, please complete the worksheet. You have 2 minutes.

Timers, please ring the bell at 2 minutes.

Judge escorts, please raise your hand when your judge completes the worksheet.

エスコートの挙手かベルの合図で次スピーカー

#### 2番目のスピーカー登壇

The second speaker is Ms. \_\_\_\_\_

from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Ms. \_\_\_\_\_ please.

スピーチ終了

Thank you Ms. \_\_\_\_\_

Judges, please complete the worksheet.

エスコートの挙手かベルの合図で次スピーカー

#### 3番目のスピーカー登壇

The third speaker is Ms. \_\_\_\_\_

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from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

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Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Ms. \_\_\_\_\_ please.

スピーチ終了

Thank you Ms. \_\_\_\_\_

Judges, please complete the worksheet.

エスコートの挙手かベルの合図で次スピーカー

4番目のスピーカー登壇

The fourth speaker is Ms. \_\_\_\_\_

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from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

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Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Ms. \_\_\_\_\_ please.

スピーチ終了

Thank you Ms. \_\_\_\_\_

Judges, please complete the worksheet.

エスコートの挙手かベルの合図で次スピーカー

5番目のスピーカー登壇

The fifth speaker is Ms. \_\_\_\_\_

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from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

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Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Subject : \_\_\_\_\_ Title : \_\_\_\_\_

Ms. \_\_\_\_\_ please.

スピーチ終了

Thank you Ms. \_\_\_\_\_

Judges, please complete the worksheet.

最後のスピーカー採点終了を確認

All the speeches are finished.

**Ballot** (投票)

Judges, would you please complete your ballot in 2 minutes?

When you complete your ballot, please put it in the envelope and hand it to your escort.

Timers, please ring the bell at 2 minutes.

Judge escorts, will you raise your hand when you receive the envelope?

エスコートの挙手又は3分経過の合図で投票終了を確認

Tellers, please collect the ballots.

**Timer's Report** (タイム報告)

Timer Ms.○○○○, will you read the timer's report?

タイム報告2回

Thank you, Ms.○○○○.

Are there any protests or questions about the timer's report?

異議、質問が無いことを確認

If not, the timer's report will have been approved.

\*タイムに訂正があった場合

Timer Ms.○○○○, would you correct the timer's report?

\*タイム訂正を確認

The timer's report has been corrected.

Tellers, will you please collect the timer's report and retire to tally the scores?

Program Leader (スピーチ終了後の審査員・スピーカーへの感謝の言葉)

Judges, thank you very much for your cooperation.

Speakers, thank you very much for your wonderful presentation.

Guests and members, please give them a big hand.

拍手

Introduction of Judges and alternate judge (審査員&審査員代理の紹介)

While waiting for the result, I'd like to introduce today's judges.

Judges, would you please rise when I call your name?

Mr. Taro Yamada

拍手 (applause)

Please be seated.

紹介文

Thank you very much, Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

拍手 (applause)

Please be seated.

紹介文

Thank you very much, Ms. \_\_\_\_\_

Ms. \_\_\_\_\_  
拍手 (applause) Please be seated.

紹介文

Thank you very much, Ms. \_\_\_\_\_

Alternate judge, Ms. \_\_\_\_\_  
拍手 (applause) Please be seated.

紹介文

Thank you very much, Ms. \_\_\_\_\_

Judges, thank you so much for your valuable time  
and hard work for our speech contest.

### Introduction of Speakers (スピーカーの紹介)

Now I'll introduce today's speakers in their speaking order.  
Speakers, will you come up onto the stage?

We have asked one (some) question (s) beforehand.  
The question is “ \_\_\_\_\_ ”

スピーカー登壇の間

Speakers, when your name is called, please step forward.

The first speaker is Ms. \_\_\_\_\_

紹介文

Thank you, Ms. \_\_\_\_\_

The second speaker is Ms. \_\_\_\_\_

紹介文

Thank you, Ms. \_\_\_\_\_

The third speaker is Ms. \_\_\_\_\_  
紹介文

Thank you, Ms. \_\_\_\_\_

The fourth speaker Ms. \_\_\_\_\_  
紹介文

Thank you, Ms. \_\_\_\_\_

The fifth speaker is Ms. \_\_\_\_\_  
紹介文

Thank you, Ms. \_\_\_\_\_

\*スピーカーの紹介中に同点になった報告を受けた場合

We'll have a little more time before we get the result,  
because there is a tie score.

So judges, would you please move to another room for the decision of the winners.  
Guests and members, let me keep going and wait for the final result.

**Announcement of the Result** (結果発表)

Guests and members, the most exciting moment has finally come !  
Let me announce the result.

The third prize goes to Ms. \_\_\_\_\_  
from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The second prize goes to Ms. \_\_\_\_\_  
from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

The first prize goes to Ms. \_\_\_\_\_  
from \_\_\_\_\_ Club, Council No. \_\_\_\_\_

Winners! Congratulations!! 拍手

### Presentation of Awards to the Winners (表彰)

Winners, please step forward.

Now President ○○○ ○○○ will present the awards to the winners.

Assistant is speech contest committee chairperson, Ms.○○○ ○○○.

Certificate of merit and trophy are awarded to the first place winner,  
Ms. \_\_\_\_\_

Certificate of merit is awarded to the second place winner,  
Ms. \_\_\_\_\_

Certificate of merit is awarded to the third place winner,  
Ms. \_\_\_\_\_

Winners! Congratulations!! 拍手

And little gifts will be given to all the speakers to admire them for their efforts.

Guests and members, would you once again give a big hand to all the speakers?

Speakers, congratulations to you all!

拍手

President ○○○ and speakers, thank you very much.

Please return to your seats.

### Comments of Judges (審査員のコメント)

Now we would like our three judges to give us some comments.

Ms. \_\_\_\_\_, would you come forward to the stage, please?

コメント

Thank very much, Ms. \_\_\_\_\_

Ms. \_\_\_\_\_, would you come forward to the stage, please?

コメント

Thank very much, Ms. \_\_\_\_\_

Ms. \_\_\_\_\_, would you come forward to the stage, please?

コメント

Thank very much, Ms. \_\_\_\_\_

\*複数審査員コメントの時間が無い場合

I'm sorry time is running out, so we will have only one judge's comment today.

I'm sorry that time is running out, so I have to end the comments here.

Thank you very much for your warm and helpful comments.

I think your advice will greatly help us improve our communication skills.

The ITC-J English Speech Contest is coming to an end.

### 7. Introduction of Members who work for assignments (役割担当者の紹介)

Now I would like to introduce the members who have served assignments for today.

Judge escorts, tellers, timers, pages, evaluators, please stand up.

We all appreciate your contribution.

Guests and members, please give them a big hand.

Thank you. Please be seated.

拍手

### 8. Introduction of the Speech Contest Committee (スピーチコンテスト委員会の紹介)

Next, I'd like to introduce the members of the speech contest committee.

Please rise.

Speech contest chairperson is Ms.○○○ ○○○.

Thank you very much for your efforts to make this contest successful.

Guests and members, please give them a big hand.

Thank you. Please be seated.

### 9. The Protest about the contest's decision (決定に関する異議)

In the case where there is a protest about the contest's decision, please offer it to speech contest chairperson in writing within an hour from now on.

You will be notified in writing the last decision within a week.

### 10. Closing (終了の挨拶)

Finally, let me express my sincere gratitude to you all for your cooperation and contribution, and special thanks to the judges.

Madam President, this concludes the ITC-J English Speech Contest 2025.

ITC-J第43期スピーチコンテスト委員会