

# TIMER WORKSHEET PUBLIC FORUM DEBATE

**Check off each speech after it has been completed.**

(The **A** team is the team selected to go first.)

Each team receives 2 minutes total prep time  
(120 seconds)

		<b>A TEAM</b> _____ PREP TIME	<b>B TEAM</b> _____ PREP TIME
<b>A</b>	1 <sup>st</sup> Constructive - 4 minutes	120	120
<i>PREP</i>		(Enter Prep time used on the line & subtract from time in block enter total in next block down.)	
<b>B</b>	1 <sup>st</sup> Constructive - 4 minutes		
	Crossfire – 3 minutes		
<i>PREP</i>			
<b>A</b>	2nd Constructive - 4 minutes		
<i>PREP</i>			
<b>B</b>	2nd Constructive - 4 minutes		
	Crossfire – 3 minutes		
<i>PREP</i>			
<b>A</b>	1 <sup>st</sup> Summary - 2 minutes		
<i>PREP</i>			
<b>B</b>	1 <sup>st</sup> Summary - 2 minutes		
	Grand Crossfire – 3 minutes		
<i>PREP</i>			
<b>A</b>	Final Focus - 1 minute		
<i>PREP</i>			
<b>B</b>	Final Focus - 1 minute		

Each team receives 2 minutes total prep time. No team or individual is allowed to take prep time before crossfire. Prep time is deducted from the team who speaks next.

Signals for Keeping Time

**Constructive Speeches**

- After the first minute of the speech, hold up a hand with three of your fingers raised to indicate that the speaker has three minutes left.
- Keep holding up your hand until you are sure that the speaker has seen it.
- Hold up two fingers when there are two minutes left, one finger for one-minute left, and so on.
- When there are 30 seconds left, hold up one finger bent in half.
- Verbally announce when the time has run out.

**Summary**

After one minute of the speech, hold up one finger to indicate that the speaker has one minute left. Follow the rest of the hand-signals outlined above.

**Final Focus**

Indicate when there is 30 seconds left, as outlined above.

**Prep Time**

Announce the time used: “15 seconds used.”, “30 seconds used.” Be sure that the speaker can hear you.

	<b>A PREP Time</b>	<b>B PREP Time</b>								
Optional	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">15</td><td style="padding: 2px;">30</td></tr> <tr><td style="padding: 2px;">45</td><td style="padding: 2px;">60</td></tr> </table>	15	30	45	60	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">15</td><td style="padding: 2px;">30</td></tr> <tr><td style="padding: 2px;">45</td><td style="padding: 2px;">60</td></tr> </table>	15	30	45	60
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