Year 4 Public Speaking Competition

Management Role

**Tea and Coffee Manager**

1. The Tea and Coffee Manager sits in the front of the lecture theatre and will have their place reserved for them by name.
2. The Tea and Coffee Manager will have a clip board and a pen.
3. During the break, the Manager will go into the judge’s area and take their tea and coffee orders.
4. The Manager writes or draws the orders down and then goes, with the help of a teacher, to get the specific orders for each judge.
5. There are usually three or four judges.
6. The Manager delivers the tea and coffee to the judges and asks them if they need anything else.
7. At all times the Tea and Coffee Manager speaks clearly and is very polite.