



The Speaking-Turn Grid

Rule 3 on one page: the ten-minute check that catches a role nobody gave anything to do.

College and high school.

This is rule 3, on one page. It is the check most likely to catch a real defect before the room fills, and it takes about ten minutes. Roles down the side, agenda items across the top, a mark in every cell where that role has a scheduled reason to speak.

The threshold is two. A role with one turn in a hundred minutes is decoration, and the student holding it knows that by the twenty-minute mark. If you cannot get a role to two, either add a question that reaches it or cut the role and redistribute its students.

Worked example: the Model EU session, first draft

The agenda was three items in a hundred minutes. The grid looked like this.

Role	Item 1	Item 2	Item 3	Turns
Heads of government	Yes	Yes	Yes	4
Finance ministers	Yes	Yes		2
Foreign ministers	Yes		Yes	2
Environment ministers		Yes		1
Commission	Yes	Yes	Yes	3

One role below the line. The fix was not a new item, which would have cost ten minutes the day did not have. It was a climate question added inside item 1, which put the environment ministers in a room they were otherwise sitting in silently, and which happened to cross a file the finance ministers had already taken a position on.

That is rule 2 and rule 3 doing the same work. The cheapest way to raise a role's turn count is usually to add a question to an existing item rather than an item to the agenda.

What counts as a turn

- A named question put to that role by the chair.
- A scheduled opening or closing statement.
- A required answer to a prior speaker.

- A vote or a formal objection, where the format has one.

What does not count: the chance to raise a hand. Rule 3 is about scheduled turns, because an open floor is exactly the condition under which the documented participation gap appears.

Blank grid

Photocopy or redraw. Add columns for as many items as you have.

Role	Item 1	Item 2	Item 3	Item 4	Turns

Then two questions. Does any role have a cell in an item where another role pays for the answer?
And is the lowest number in the final column at least two?