

EXTEMPORANEOUS SPEECH TOPIC

Of all the inventions that have come into being in modern time, which one do you think has had the most major impact on our daily lives?

EXTEMPORANEOUS SPEECH TOPIC

Texting has become a major means of communication. Why is it so popular?

EXTEMPORANEOUS SPEECH TOPIC

What is the most important attribute an employer should look for in a candidate?

EXTEMPORANEOUS SPEECH TOPIC

Given a choice would you prefer a multiple choice exam or an essay test?

EXTEMPORANEOUS SPEECH TOPIC

Discuss one business you think has outstanding customer support.

EXTEMPORANEOUS SPEECH TOPIC

Do you see the land-line telephone surviving long term or will wireless replace all land lines in business?

EXTEMPORANEOUS SPEECH TOPIC

Which type of team building event would you feel a business should take part in: a hot-air balloon ride or a canoe ride? Why?

EXTEMPORANEOUS SPEECH TOPIC

Describe the difference between a business email and a personal email?

EXTEMPORANEOUS SPEECH TOPIC

What are the advantages or disadvantages of telecommuting?

EXTEMPORANEOUS SPEECH TOPIC

Should businesses allow for flex time? Why or why not?

<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>How do you sell an idea to someone who is not interested?</p>	<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>What website have you visited that you found valuable and why?</p>
<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>Tell us about a time when you discovered your leadership potential.</p>	<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>Of all the inventions that have come into being in modern time, which one do you think has had the most impact on our daily lives?</p>
<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>When interviewing what is the most important attribute an employer should look for in a candidate?</p>	<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>Discuss one business that you feel practices excellent customer service.</p>
<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>Which type of team building event would you feel a business should take part in: a ropes course or a raft trip? Why?</p>	<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>How are fast food restaurants marketing healthy food choices?</p>
<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>What are the benefits to high school students of understanding budgeting?</p>	<p style="text-align: center;"><u>EXTEMPORANEOUS SPEECH TOPIC</u></p> <p>Describe an unethical situation and how to resolve it.</p>

EXTEMPORANEOUS SPEECH TOPIC

The expression/slogan/motto that best describes my view of life is...

EXTEMPORANEOUS SPEECH TOPIC

Tell us about a time when you discovered your leadership potential.

EXTEMPORANEOUS SPEECH TOPIC

Describe how you responded to an unethical situation.

EXTEMPORANEOUS SPEECH TOPIC

What does BPA mean to you, and how has it helped you in your professional and personal life?

EXTEMPORANEOUS SPEECH TOPIC

What would you do if you switched places with your teacher for a day?

EXTEMPORANEOUS SPEECH TOPIC

How does BPA promote leadership skills?

Extemporaneous Speech Tips

80 Questions from Previous Years

PROFESSIONALISM

1. Define "Dress for Success" and its impact on professionalism.
2. Define and describe the characteristics of a good manager.
3. Define and discuss self-motivation in the workplace.
4. Define and discuss self-responsibility in the workplace.
5. Define and discuss time management.
6. Define and illustrate any differences between a manager and a leader.
7. Define confidentiality
8. Define initiative.
9. Define the term "professional."
10. Define workplace ethics and describe a situation where the ethics of an individual may be in question.
11. Describe what characteristics make someone a good manager.
12. Discuss proper telephone etiquette.
13. Discuss the importance of effective communication in the workplace.
14. Discuss the importance of having good time management skills.
15. Discuss the necessary skills a person will need in order to be successful in working in a telecommuting environment.
16. Discuss your definition of customer service.
17. Discuss your definition of loyalty: both to the company, and from the company.
18. Discuss your thoughts on using e-mail at work to send personal messages.
19. What characteristics should a successful entrepreneur possess?
20. Why are "soft skills" (such as good manners, being on time, etiquette) important in the workplace?

PERSONAL

1. Besides money and benefits, what should be a consideration in accepting a position with a company?
2. Describe a significant event in your life and explain how it has affected you.
3. Discuss how BPA has prepared you for your chosen career.
4. Explain the benefits of working in a team rather than individually.
5. Explain the importance of strong communication skills in the field of business.
6. Given a choice would you prefer a multiple choice exam or an essay test?
7. How can an individual demonstrate his/her self-confidence in their work?
8. How does the way you dress affect your work performance?
9. How does your attitude affect your future success? Why is it important to have a positive attitude?
10. How has BPA helped you build for your future?
11. Many high schools require completion of a number of hours of community service for graduation. Why is this important?
12. Mistakes are often made at work. How would you ensure the same error isn't made a second time?
13. Punctuality is more important the smaller the business. Why?
14. What are the benefits of having a part-time job while being a student?
15. What are your personal career ambitions and how do you foresee yourself reaching these goals?
16. Why are family values important?
17. Why is it important for people to take time off from work periodically?
18. Why is it important that you do not use your work-place computer for personal use?
19. Why is it important to recognize and avoid missing deadlines?
20. You have been asked to give a presentation at a PTA meeting about the importance of good student attendance and what can be done to improve it?

TRENDS

1. Cellular communications is considered one of the greatest inventions of the 20th century. Discuss some of the problems that have developed as a result of the use of cell phones.
2. Do you see the land-line telephone surviving long term or will wireless replace all land lines?
3. Explain how job searching has changed in the last ten years.
4. Explain why a business should be "green".
5. Explain why a business should conserve energy and natural resources.
6. How can ergonomics be used effectively in the workplace to minimize the impact of repetitive tasks?
7. How can videoconferencing reduce travel budgets in business?
8. How does a drug-free workplace improve a company's bottom line?
9. How does e-commerce change the shopping habits of the world?
10. How has E-commerce changed the shopping habits of the world?
11. Many companies are offering their employees flexible work schedules. Discuss the advantages and disadvantages to the company.
12. Of all the inventions that have come into being in modern time, which one do you think has had the most major impact on our daily lives?
13. Texting has become a major means of communication. Why is it so popular?
14. Think of the most innovative person you know and describe his or her personal characteristics?
15. What effect has the Internet had on business communications.
16. What effect has the Internet had on international business?
17. What is business-casual attire?
18. What current events are important to you and why?
19. What should businesses do to help protect the environment?
20. Why is being able to work as part of a team an important trait for most workers today, regardless of positions?

BUSINESS MANAGEMENT

1. Define and explain what a target audience is. Use specific examples of the elements you would consider.
2. Describe what branding is for a company?
3. Discuss how telecommuting can improve productivity.
4. Discuss methods of improving staff morale in the workplace.
5. Discuss one business that you think has outstanding customer support
6. Discuss questions that cannot be addressed in an employment interview.
7. Discuss solutions that a company might use to help reduce what they spend on office supplies.
8. Discuss the effectiveness of flexible work hours.
9. Discuss the importance of "cross-training" to smaller businesses.
10. Discuss the importance of customer service to a business.
11. Health is an important issue with today's workforce. Describe the steps you would take to encourage your employees to maintain a healthy lifestyle.
12. How can a manager effectively delegate responsibility without causing resentment and/or resistance?
13. Should all businesses require employees to wear uniforms instead of trendy fashions?
14. What are the advantages or disadvantages of allowing employees to work from home?
15. What can companies do to reduce the possibility of sexual harassment?
16. What can companies do to reduce the possibility of workplace violence?
17. What does the phrase "location, location, location" mean and how does it apply to business?
18. What is branding, and how it is used by companies?
19. What is the most important attribute an employer should look for in a candidate?
20. Why is understanding your target audience an important component of good communication?