

## **(545) Prepared Speech**

### **Description**

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

### **Eligibility**

The event may be repeated, but the topic may *not*. A contestant may *not* participate in Prepared Speech and either Presentation Management Individual or Presentation Management Team in the same year.

### **Contestant must supply**

Easel (optional)

Props (optional)

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Utilize nonverbal gestures as needed
- Apply speaking techniques using appropriate tempo and pitch
- Secure facts and data from multiple sources, emphasizing research skills

### **Specifications**

- Each contestant is to select a topic related to business, entrepreneurship, or Business Professionals of America, and develop an oral presentation of no less than five (5) and no more than seven (7) minutes.
- The length of set-up will be no more than one (1) minute.
- Set-up will be stopped at one (1) minute to begin the speech.
- **The speech will be stopped at seven (7) minutes.**
- Facts and working data may be secured from any source. This event emphasizes a scholarly approach to securing information and places emphasis on content and research. Each contestant's speech, however, must be the result of his/her own efforts.
- Contestant must provide
  - At the time of check-in contestants must submit one (1) copy of the following documentation: keyed and signed [Individual Entry Form](#), including signatures, Works Cited, and speech outline. Use guidelines in the [Style & Reference Manual](#).
  - Contestants must place their Contestant ID in the top-right corner of the header on the Works Cited and speech outline. (This addition is *not* noted in the [Style & Reference Manual](#).)
  - For Finals, at the time of check-in contestants must submit one (1) copy of the following documentation: keyed and signed [Individual Entry Form](#), including signatures, Works Cited, and speech outline. Use the guidelines in the [Style & Reference Manual](#).
  - All copies should be on 8½" x 11" plain, white non-glossy paper. Copies of the required materials should be collated and stapled as separate sets. No binders will be accepted.

- No time warnings will be given.
- The contestant may use notes or note cards. A flip chart, posters, and/or props may be used.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- No electric/electronic equipment may be used.
- A topic may *not* be repeated.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

### **Method of evaluation**

Judge's Scoring Rubric

### **Length of event:**

No more than one (1) minute set-up

No less than five (5) and no more than seven (7) minutes for oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

### **Entries**

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.**

**Materials submitted for competition will *not* be returned.**

## (545) Prepared Speech

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Introduction</b>	1-5	6-10	11-15	16-20	
<b>Voice:</b> Pitch, tempo, volume, enthusiasm	1-5	6-10	11-15	16-20	
<b>Platform Deportment:</b> Gestures, poise, eye contact, mannerisms, appearance	1-5	6-10	11-15	16-20	
<b>Organization:</b> Logical, clearly understood, suitable to topic, coherent	1-5	6-10	11-15	16-20	
<b>Content:</b> Development of subject matter, depth of research	1-5	6-10	11-15	16-20	
<b>Mechanics:</b> Diction, grammar, pronunciation	1-5	6-10	11-15	16-20	
<b>Closing:</b> Summary and conclusion	1-5	6-10	11-15	16-20	
<b>Effectiveness:</b> Was purpose achieved? (to make decision, to impress, to inform, to persuade)	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (160 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

## (545) Prepared Speech

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Set-up lasted no more than one (1) minute – 5 points Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Works Cited (1 copy), and Speech Outline (1 copy). <i>Must have copies for preliminaries and finals</i>	10	
Speech Outline and Works Cited were formatted according to the <a href="#">Style &amp; Reference Manual</a> .	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 190**

**SPEECH WILL BE STOPPED AT SEVEN MINUTES**