

(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"x11" 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 <https://www.copyright.gov/title17/title17.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.

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

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

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Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
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 Individual Entry Form (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 Style & Reference Manual .	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 190

SPEECH WILL BE STOPPED AT SEVEN MINUTES