

## **(545) Prepared Speech**

### **Description**

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

### **Eligibility**

Any secondary division student member may enter this event. The event may be repeated, but the topic may *not*. A member may *not* participate in Prepared Speech and either Presentation Individual or Presentation Team in the same year.

### **Member must supply**

Easel (optional)

Props (optional)

**Props or visual aids are allowed in this competition. 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 member 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 setup will be no more than one (1) minute.
- Setup 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 member's speech, however, must be the result of his/her own efforts.
- Member must provide
  - At the time of check-in members must submit one (1) copy of the following documentation: Works Cited and speech outline. Use guidelines in the *Style & Reference Manual*.
  - Members must place their Member 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 members must submit one (1) copy of the following documentation: 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. No binders will be accepted.

- No time warnings will be given.
- The member 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.
- 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 setup

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

**Judges' comments will be returned digitally through the online judging system at the national level.**

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

## (545) Prepared Speech

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

Member ID \_\_\_\_\_

### Presentation Scoring Rubric

Member 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	
All points or none are awarded per item below.					
Setup lasted no more than one (1) minute				5	
Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and Speech Outline (1 copy). <i>Must have copies for both preliminaries and finals</i>				10	
Speech Outline and Works Cited were formatted according to the <i>Style &amp; Reference Manual</i> .				10	
TOTAL PRESENTATION POINTS (190 points maximum)					

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

**TOTAL MAXIMUM POINTS = 190**

**SPEECH WILL BE STOPPED AT SEVEN MINUTES**