

## **(525) Extemporaneous Speech**

### **Description**

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

### **Eligibility**

Any secondary division student member may enter this contest. The event may be repeated.

### **Member must supply**

Sharpened No. 2 pencils, pens

**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)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

### **Specifications**

- The member will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The member will be provided ten (10) minutes to develop the topic. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the member.
- Cell phones may *not* be used in the preparation room.
- The member will speak before a panel of judges and a timekeeper. No audience will be allowed.
- The length of the speech will be no less than two (2) minutes and no more than four (4) minutes.
- The member will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- **The speech will be stopped at four (4) minutes.**

### **Method of evaluation**

Judge's Scoring Rubric

### **Length of event**

No more than ten (10) minutes preparation

No less than two (2) and no more than four (4) minutes oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

### **Equipment/Supplies provided**

Three (3) note cards for preparation of presentation

### **Entries**

Each state is allowed three (3) entries

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

Business Professionals of America Workplace Skills Assessment Program  
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## (525) Extemporaneous Speech

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

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

### Presentation Scoring Rubric

Evaluation of Speech	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>Mechanics:</b> Diction, grammar, word pictures, 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 decide, to impress, to inform, to persuade)?	1-5	6-10	11-15	16-20	
<b>Topic:</b> Member stayed on topic that was drawn	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Presentation lasted no less than two (2) and no more than four (4) minutes				10	
<b>TOTAL PRESENTATION POINTS (170 points maximum)</b>					

**TOTAL MAXIMUM POINTS = 170**

**SPEECH WILL BE STOPPED AT FOUR (4) MINUTES**