



# EXTEMPORANEOUS SPEECH (525)

—Secondary—

REGIONAL – 2018

PRELIMINARY

**Judges: Please double check and verify all scores and  
answer keys!**

Property of Business Professionals of America.  
May be reproduced only for use in the Business Professionals of America  
*Workplace Skills Assessment Program* competition.



## Description

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

No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.

## JUDGING PROCEDURE

- The contestant 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 contestant will be provided ten (10) minutes to develop the topic.
- Notes will be made on the three (3) note cards provided by the event proctor.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Cell phones may *not* be used in the preparation room.
- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- Contestants will present before a panel of judges and timekeeper.
- The length of the speech will be no less than two (2) minutes and no more than four (4) minutes.
- The contestant 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.
- No time is allotted for judges' questions.
- Contestants should be dismissed upon completion of their speech.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials.
- No audience is allowed in the contest room.

**Please double-check and verify all scores!**



**TOPICS:**

1. Define and describe what it means to be self-motivated in the workplace.
2. Describe business casual attire.
3. Customer service is an important aspect of any business. Share a time when you received poor customer service, then share a time when you received excellent customer service.
4. How would you convince a fellow student to join BPA?
5. Is it important for public schools to provide co-curricular activities?
6. Should employee social media accounts affect an employee's position in the workplace? Why or why not?
7. Should students' standardized test scores determine teacher salaries?
8. What are the most important aspects of an effective presentation?
9. What does the phrase **location, location, location** mean, and how does it apply to a business.
10. Why is it important to always do a project or assignment right the first time?