



# PRESENTATION MANAGEMENT TEAM (560)

REGIONAL – 2018

**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**

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

## **Topic**

You are an expert in the field of environmental protection. AJT Alternatives has hired you to present to a group of small business owners from your state. The presentation should focus on how to prevent environmental contamination. Prepare a presentation to encourage and demonstrate ways that these small businesses can be environmentally responsible.

Things to consider must include, but are *not* limited to:

- Identify 1-3 major companies in your state and how they show environmental responsibility
- How physical surroundings will impact small business practices regarding environmental responsibility
  - residential, commercial, industrial
  - wooded, waterway, agricultural
- Use data to support your presentation
- Follow Copyright Guidelines when using company logos and likenesses

Teams who do *not* submit an entry that follows this topic will be *disqualified*.

## **JUDGING PROCEDURE**

- Teams will be introduced by team number. **Contestants may continue to wear their name badges and refer to each other by name.**
- As a team of judges, formulate two to three questions to ask at the conclusion of the presentation. Be sure to ask the same questions of each team.
- The length of set-up will be no more than three (3) minutes.
- Set-up will be stopped at three (3) minutes to begin the presentation.
- The presentation will be no less than seven (7) minutes and more than ten (10) minutes.
- The presentation will be stopped at ten (10) minutes; be followed by judges' questions not to exceed five (5) minutes.
- Excuse teams upon completion of judges' questions.
- **There can be no ties in the top ten (10) teams.** 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!**