



ADMINISTRATIVE SUPPORT RESEARCH PROJECT (260)

—Secondary—

REGIONAL – 2019

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

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Workplace Skills Assessment Program competition.



Description

One administrative support topic is selected by National Business Professionals of America and provided at the beginning of the school year. Students will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Topic

There has been a dramatic increase in the accessibility and connectivity to others in the world today. What should the expectations be for those in the administrative support role to be available and connected to their job, coworkers and supervisors outside of scheduled working hours? What is the importance of a work-life balance?

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

JUDGING PROCEDURE

- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- 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 contestant.
- Set-up time will be no more than three (3) minutes.
- The length of the presentation will be no more than seven (7) minutes; followed by judges' questions not to exceed five (5) minutes.
- Excuse contestants upon completion of judges' questions.
- **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!

Refer to [*Style & Reference Manual*](#) for MLA Report Style and Works Cited format.