

## **(545) Prepared Speech**

### **Description & Eligibility**

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally. Any postsecondary or secondary division contestant may enter this event. The event may be repeated, but the topic may *not* be reused. A contestant may *not* participate in Prepared Speech and either Presentation Individual or Presentation Team in the same year.

### **Contestant Must Supply**

- One (1) copy of the Speech Outline, Works Cited formatted according to the *Style & Reference Manual* and BPA Release Form(s) for each round (prelims and finals).
- Optional - Easel, flipchart, posterboard and props.

### **Contest Notes**

- Method of evaluation: judged.
- Length of event: no more than one (1) minute setup, no less than five (5) and no more than seven (7) minutes for the speech.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

### **Contest 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

### **Contest Specifications for this Event**

- Contestant selects a topic related to business, entrepreneurship, or Business Professionals of America.
- 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 contestant's speech, however, must be the result of his/her own efforts.
- Contestants must place their Contestant 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*.)
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials other than the required submission may be left with judges.

### **Common Specifications for all BPA Judged Events**

- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- It is the policy of Business Professionals of America to comply with copyright laws. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestant(s) will be disqualified for violations of the guidelines.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

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**Presentation Scoring Rubric**

<b>Required Elements</b> (If any questions result in a NO being checked, judges please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y   <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y   <input type="checkbox"/> N
If no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> below:				
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 8-14 points	Above Expectations 15-20 points	Points Awarded
<b>Delivery &amp; Engagement</b>	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/20
<b>Organization, Design &amp; Structure</b>	The speech lacks coherence, and it is unclear how each contestant's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	The speech content has some gaps, and it is not always clear how each contestant's role contributes to the presentation. Transitions between speakers and/or points are choppy.	The speech content flows adequately, and each contestant's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/20
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
<b>Content Knowledge</b>	The speech demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	The speech demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	The speech demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
<b>Timing &amp; Documentation</b>	Setup lasted no longer than one (1) minute, speech lasted no less than five (5) minutes and no longer than seven (7) minutes. Speech Outline and Works Cited in the correct format according to the Style & Reference Manual and BPA Release Form(s) were submitted at presentation check-in (both preliminaries and finals).			/10
<b>TOTAL PRESENTATION POINTS</b>				<b>/100</b>

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

**SPEECH WILL BE STOPPED AT SEVEN (7) MINUTES**