



EXTEMPORANEOUS SPEECH (525)

—Secondary—

REGIONAL – 2017

FINAL

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

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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 contestants 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 contestants will be provided ten (10) minutes to develop the topic. Notes will be made on the 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 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 (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. What are the characteristics of a “True” professional?
2. List five things not to say to an employee and give your reasons.
3. What would you look for in a potential employee?
4. Explain the importance of leading by example.
5. What are some benefits to using Google in the workplace?
6. What are some steps to take in order to give good instructions?
7. Explain what “Netiquette” would be in the workplace.