2023-24 Competitive Events Guidelines
Impromptu Speaking (Collegiate)

Impromptu Speaking provides members with the opportunity to demonstrate their skills around preparing and delivering a speech extemporaneously. This competitive event consists of a speech, with the topic being given on site.

Event Overview
Division: Collegiate
Event Type: Individual
Event Category: Presentation
Event Elements: Speech with a topic on site
Presentation Time: *10-minute preparation time, 5-minute presentation time*
NACE Connections: Career & Self-Development, Communication, Leadership, Professionalism

Equipment Competitor Must Provide: N/A
Equipment FBLA Provides: Two notecards and pencils for each competitor for preliminary and final rounds

State
Check with your State Leader for state-specific competition information.

National
Policy and Procedures Manual
- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility
- FBLA membership dues are paid by 11:59 pm Eastern Time on April 15th of the current program year.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel to be eligible to compete.
- Each state may submit four entries per event.
- Each member can compete in up to two individual/team events and one chapter event (Community Service Project or State of Chapter Presentation).
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed. Some competitive events start prior to the Opening Session of the NLC.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (physical or digital driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.

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Recognition
- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration
- This event has a preliminary and final presentation (speech) round. If there are less than 15 competitors registered, the presentation component will proceed directly to the final presentation round.
- Preliminary Presentation Round (Speech)
  - **Preparation Time:** 10 minutes
  - **Presentation Time:** 5 minutes (one-minute warning)
  - **Question & Answer:** None
  - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area.
  - Competitors/teams are randomly assigned to sections.
  - The speech topic may be related to FBLA or business-related topics.
  - Two notecards will be provided to each competitor and may be used during event preparation and role-play presentation. Information may be written on both sides of the notecards. Notecards will be collected following the role play.
  - No additional reference materials or props or visuals are allowed.
  - Role-play presentations are not open to conference attendees.
  - Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.
- Final Presentation Round (Speech)
  - **Preparation Time:** 10 minutes
  - **Presentation Time:** 5 minutes (one-minute warning)
  - **Question & Answer:** None
  - An equal number of competitors/teams from each section in the preliminary round will advance to the final round.
  - The presentation is judged at the NLC. Final presentations are not open to conference attendees. The presentation will take place in a large, open area.
  - The speech topic may be related to FBLA or business-related topics.
  - Two notecards will be provided to each competitor and may be used during event preparation and role-play presentation. Information may be written on both sides of the notecards. Notecards will be collected following the role play.
  - No additional reference materials or props or visuals are allowed.
  - Role-play presentations are not open to conference attendees.
  - Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.

Scoring
- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.

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- Judges must break ties. All judges' decisions are final.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Participants in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation/speech time.

Electronic Devices

- All electronic devices such as cell phones and smart watches must be turned off.

FBLA
Future Business Leaders of America

Impromptu Speaking Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Incorporates provided topic	*Provided topic is not mentioned in speech*	*Topic is not clearly incorporated into speech*	*Topic was clearly incorporated into speech*	*Topic was clearly incorporated and expanded thoroughly throughout the speech*	
	0 points	1-6 points	7-8 points	9-10 points	
Identify and execute a consistent theme	*No theme presented*	*Theme was identified, but not consistent throughout speech*	*Theme identified and consistent throughout speech*	*Personal stories are utilized to expand on the central theme*	
	0 points	1-6 points	7-8 points	9-10 points	
Include accurate and appropriate supporting information	*No supporting information provided OR inappropriate material used*	*One example of supporting information provided*	*Multiple examples of supporting information provided*	*Multiple examples of supporting information included to develop and enhance the speech*	
	0 points	1-6 points	7-8 points	9-10 points	
Introduce the topic immediately (Introduction)	*Topic was not introduced*	*Introduction was not clearly presented*	*Introduction was clearly presented, and topic was defined immediately*	*Introduction was clearly presented, and topic was defined immediately with an effective transition into the speech body*	
	0 points	1-6 points	7-8 points	9-10 points	
Support the topic throughout (Body)	*Speech did not have a topic*	*Multiple topics presented without clear connections*	*Central topics were identified, connected, and supported throughout the speech*	*Smooth transitions were effectively utilized to support the central topic*	
	0 points	1-9 points	10-16 points	17-20 points	
Provide effective conclusion (Closing)	*Speech did not have a conclusion*	*Conclusion was not clearly presented*	*Effective conclusion was presented*	*Conclusion provides connection to entire presentation*	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Delivery					
Delivers quality extemporaneous presentation	*Does not address audience at all*	*Reads speech directly from notes with minimal eye contact*	*Glances at notes occasionally while keeping appropriate eye contact with audience*	*Glances at notes occasionally, keeps appropriate eye contact, and utilizes appropriate body language and hand gestures*	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	*Competitor(s) did not demonstrate self-confidence*	*Competitor(s) demonstrated self-confidence and poise*	*Competitor(s) demonstrated self-confidence, poise, and good voice projection*	*Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness*	
	0 points	1-8 points	9-12 points	13-15 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					

Name(s):	
School:	
Judge Signature:	Date:

Comments: