

2025–2026 Competitive Events Guidelines

Business Communication (Collegiate)



Business Communication challenges members to demonstrate their proficiency in professional communication through a production test. Through a production test, members apply their skills in written, digital, and workplace communication to create materials that reflect clarity, professionalism, and purpose in a business environment.

Event Overview

| | |
|-----------------------|-----------------|
| Division | Collegiate |
| Event Type | Individual |
| Event Category | Production |
| Event Elements | Production Test |

Educational Alignments

| | |
|---|--|
| Career Cluster Framework Connection | Marketing & Sales |
| NACE Competency Alignment | Career & Self-Development, Critical Thinking, Communication, Professionalism, Technology |

Knowledge Areas

- Mechanics of Appropriate Business English
- Format and Appropriateness of Business Messages
- Format and Style Differences with International Communications
- Interpretation and Nonverbal Concepts
- Communication Techniques

Production tests will assess the knowledge areas specified for this event. A standard word processing program is sufficient to complete the required tasks.

State

This event will not be offered at the Colorado State Leadership Conference. Members can request to compete in this event at the National Leadership Conference. Colorado can send 4 entries per event; preference will be given based on date of submission for the Collegiate NLC Intent Form. More information will be shared in the SLC and NLC Call to Conferences.

National

Required Competition Items

| Items Competitor Must Provide | Items FBLA Provides |
|--|--|
| <ul style="list-style-type: none">• Fully powered device for production test, including all needed programs installed for the production test• Printed Production Test Reference Guide• Conference-provided nametag• Photo identification• Attire that meets the FBLA Dress Code | <ul style="list-style-type: none">• Production test tasks• Internet access for submission |

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Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Community Service Project* or *State of Chapter Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Production Test Time:** 1 hour
- The production test will be administered onsite during the National Leadership Conference (NLC).
- Competitors will complete a set of tasks aligned to the event knowledge areas and competencies. These tasks will be shared on-site at the beginning of the one hour time block.
- The Production Test Reference Guide, available on the Competitive Events section of the FBLA website (www.fbla.org), may be used during the test.

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Scoring

- **The rating sheet will be provided on-site along with the production test.**
- Normalized production scores (using standard deviation, if multiple sections are used) will determine the top winners.
- If there is a tie, the rating sheet will be used to break the tie. The competitor who earns the highest score earliest in the order of the rating sheet will be ranked higher.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample production tests can be found in [FBLA Connect](#). These sample items illustrate the types of tasks that may be included in the production test.