2025-2026 Competitive Events Guidelines
Impromptu Speaking (Collegiate)

Colorado **FBLA**

Impromptu Speaking challenges members to think quickly and deliver a well-organized, engaging speech on a topic revealed onsite at the competition. Members demonstrate their ability to communicate effectively, organize ideas on the spot, and present with confidence under time constraints.

Event Overview

Division	Collegiate
Event Type	Individual
Event Category	Presentation
Event Elements	Speech with Topic given onsite

Educational Alignments

Career Cluster Framework Connection	Marketing & Sales
NACE Competency Alignment	Career & Self-Development, Communication, Leadership, Professionalism

State

See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference. Competitors will also be provided with the same items provided by National FBLA. Check the Call to Conference for any other competitive events information and deadlines.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
• Conference-provided nametag	• Two notecards
• Photo identification	• Pencil
• Attire that meets the FBLA Dress Code	• Secret speech topic revealed onsite

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.

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- **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*).
- **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. If judges have left the competitive event area, it is no longer possible to compete. 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
This event consists of two phases: a preliminary presentation (speech) and a final presentation (speech).

Preliminary Presentation (Speech) Details
Timing Structure
- **Preparation Time:** 10 minutes (a one-minute warning will be provided)
- **Presentation:** 5 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** None

Speech Prompt
- Competitors will be provided with a single copy of the topic at the beginning of their assigned preparation time. This copy may only be accessed within the designated preparation area.

Notecard Use
- Each competitor will receive two notecards for use during preparation and the presentation. Information may be written on both sides. Notecards will be collected after the speech.

Materials
- No technology, reference materials, visuals, or props may be used.

Audience
- Presentations are closed to all conference attendees.

Confidentiality
- To maintain fairness, competitors must not discuss or share the speech topic until the event concludes.

Final Presentation (Speech) Details
The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals
- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
  - 2 sections: Top 6 from each section advance
  - 3 sections: Top 4 from each section advance
  - 4 sections: Top 3 from each section advance
  - 5 sections: Top 3 from each section advance
  - More than 5 sections: Top 2 from each section advance

Scoring
- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- 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.

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.

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.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

Sample Preparation Resources

- Official sample test items and role plays can be found in FBLA Connect. These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

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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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	*Did not demonstrate any of the listed skills*	*Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)*	*Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)*	*Demonstrated all skills, enhancing the overall presentation*	
	0 points	1-5 points	6-10 points	11-15 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:	Section:
Judge Signature:	Date:

Comments: