
Impromptu Speaking

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

Competencies

Performance Competencies

- demonstrate the ability to make a businesslike presentation
- demonstrate good verbal communication skills
- display self-confidence through knowledge of content and articulation of ideas
- explain content logically and systematically

Business Education Curriculum Standard(s):

Communication

Topic

Participants will be given a topic related to one or more of the following: FBLA-PBL goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics.

Region Eligibility

Each chapter may enter one participant. The participant must be a member of an active local chapter and is on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date.

Participants are permitted to compete in this event one year only. Under no circumstances may a student repeat in this event.

It is the responsibility of the:

local chapter adviser

- to send copies of all dues reporting forms to the region adviser in addition to the state and national offices by the dues deadline date listed above.

region adviser

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

State Eligibility

The minimum number of competitors each region may enter is the first-place winner who is a member of an active local chapter and is on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31.

If any of the eligible winners cannot attend the SLC, it is the responsibility of the:

local chapter adviser

- to contact the region adviser about the student who will not be attending.

region adviser

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at www.pafbld.org/importantdates.php, which is posted on the PA FBLA web site.

Region Procedure

The following procedures must be used:

1. There will be only one round of competition.
2. The event requires three rooms--a holding/sequestering room, a preparation room, and a delivery room.
3. All participants in this event must report at the event time listed in the program to be sequestered. **Because the students in this event are sequestered, a participant arriving late may enter the holding room as long as the first performance has not begun. If the first performance has begun, the participant will not be permitted to enter the holding room and will be disqualified. The participant will not receive any instructions if they arrive after instructions have been given by the event administrator. This disqualification is necessary due to a potential unfair advantage which might occur from learning the event topic.**
4. **The participant(s) must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participants do not comply, they will not be admitted to the holding room until they are in compliance with the dress code.**
5. Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges.
6. All participants will address the same topic in their speeches.
7. Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the index card. Note cards will be collected following the presentation.
8. Participants must furnish their own pens and pencils.
9. No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance; if found, any such items will be given to the event administrators to hold until the members complete their performance. Magazines, books, playing cards, and other printed items not related to the event's content are allowed in the holding room.
10. Each speech should be four (4) minutes in length.
11. No microphone or lectern/podium will be used.
12. At the end of three (3) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at four (4) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.

State Procedure

The following procedures must be used:

1. The event requires three rooms—a holding/sequestering room, a preparation room, and a delivery room.
2. At the State Leadership Conference, the chapter adviser must confirm the event. Participants who are not confirmed will be disqualified.
3. There will be two rounds of competition—preliminary and final.

-
4. A **preliminary round** will be held to determine the top individuals in the final round. All participants will be divided randomly into groups by a member of the state committee, with an equal number of the top participants from each group advancing to the final round.
 - The order of performance will be drawn at random by a member of the state committee.
 - Based on the judges' scores, up to twelve (12) individuals will be posted and will compete in the final round.
 5. The following procedures will be followed during the **final round**:
 - The order of performance will be drawn at random by a member of the state committee.
 - All performances are open to conference attendees except performing participants of this event.
 6. All participants in this event must report at the event time listed in the program to be sequestered. **Because the students in this event are sequestered, a participant arriving late may enter the holding room as long as the first performance has not begun. If the first performance has begun, the participant will not be permitted to enter the holding room and the participant will be disqualified. The participant will not receive any instructions if the participant arrives after instructions have been given by the event administrator. This disqualification is necessary due to a potential unfair advantage which might occur from learning the event topic.**
 7. **The participant(s) must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participants do not comply, they will not be admitted to the oral presentation area until they are in compliance with the dress code.**
 8. Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges.
 9. All participants will address the same topic in their speeches.
 10. Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the index card. Note cards will be collected following the presentation.
 11. Participants must furnish their own pens and pencils.
 12. No reference materials, visual aids, or electronic devices may be brought to or used during the presentation and preparation.
 13. Each speech should be four (4) minutes in length.
 14. No microphone or lectern/podium will be used.
 15. At the end of three (3) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at four (4) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.
 16. Any notes made during the preparation time may be used when speaking. Note cards must be submitted to the event administrator at the conclusion of their speech. Information may be written on both sides of the note cards.
 17. The performance is open to all conference attendees, except performing participants of this event. If participants of the event view other presentations before or after their scheduled presentation time, they (or their team if they are part of one) will be disqualified.

Region and State Judging

A panel of judges will evaluate speeches using the published Performance Rating Sheet. All decisions of the judges are final.

Ties will be broken based on the following:

First Tiebreaker

- Total points of the *Content* section on the Performance Rating Sheet.

Second Tiebreaker

- Total points of the *Organization* section on the Performance Rating Sheet.

Third Tiebreaker

- Total points of the “Extemporaneous delivery; i.e. not merely read from the notes” category of the *Delivery* section on the Performance Rating Sheet.

Tiebreaker implementation examples can be found in this handbook or at www.pafbld.org/tiebreakers.php.

Region Awards

Each region may decide the number and type of awards to be presented at the RLC.

State Awards

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

National Conference Eligibility

The first-place, second-, third-, and fourth-place award winners at the State Leadership Conference are eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the National Chapter Management Handbook for official National Leadership Conference event guidelines.

In the event that the first-place, second-, third-, or fourth-place winner cannot attend, it is the responsibility of the:

local chapter adviser

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

PA FBLA Executive Director/State Chairman

- to contact the next eligible award winner about participating at the National Leadership Conference.



IMPROMPTU SPEAKING

Performance Rating Sheet

Revised 2017-18

☐ Preliminary Round

☐ Final Round

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Expectation Item					
Incorporate provided topic	0	1-3	4-7	8-10	
Identify and execute a consistent theme	0	1-3	4-7	8-10	
Include accurate and appropriate supporting information	0	1-3	4-7	8-10	
Delivery Skills					
Introduce the topic immediately (Intro)	0	1-3	4-7	8-10	
Support the topic(s) throughout (Body)	0	1-7	8-14	15-20	
Provide effective conclusion	0	1-3	4-7	8-10	
Delivers extemporaneous presentation	0	1-5	6-10	11-15	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-5	6-10	11-15	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments

VERIFICATION & INITIALS
(scores checked for accuracy)

☐ Chief Administrator _____

☐ Official Checker _____