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## **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**

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

In this event participants should demonstrate the ability to make a businesslike presentation, demonstrate good verbal communication skills, display self-confidence through knowledge of content and articulation of ideas, and ensure that explanation is logical and systematic.

#### **Career Cluster(s):**

Business, Management, and Administration; Marketing, Sales and Service

#### **Business Education Curriculum Standard(s):**

Communication

### **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.pafbla.org/importantdates.php](http://www.pafbla.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.

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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.pafbfa.org/dresscode.php](http://www.pafbfa.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. 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. Participants must furnish their own pens and pencils. No other equipment or materials are permitted in this event.
  6. The speech should be four (4) minutes in length.
  7. No reference materials, visual aids, or electronic devices may be brought to or used during the presentation and preparation.
  8. No microphone or lectern/podium will be used.
  9. Participants will be sequestered until their preparation times. The order of performance will be drawn at random.
  10. Participants will be allowed ten (10) minutes to prepare their speeches prior to appearing before the judges.
  11. 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 the speech. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
  12. At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes and again at four (4) minutes. 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.
  13. All performances can be open to conference attendees, except performing participants of this event.

### **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.

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4. A **preliminary round** will be held to determine the top twelve (12) competitors in the final round. All teams will be divided randomly into three groups, with the top four teams from each group advancing to 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.
    - Based on the judges' scores, up to twelve (12) participants 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](http://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. Two (2) 4" x 6" index 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. Participants must furnish their own pens and pencils. No other equipment or materials are permitted in this event. Note cards will be collected following the presentation.
  9. The speech should be four (4) minutes in length.
  10. No reference materials, visual aids, or electronic devices may be brought to or used during the presentation and preparation.
  11. No microphone or podium/lectern will be used.
  12. Participants will be sequestered until their preparation times. The order of performance will be drawn at random.
  13. Participants will be allowed ten (10) minutes to prepare their speeches prior to appearing before the judges.
  14. Any notes made during the preparation time may be used when speaking. The index card must be submitted to the event administrator at the conclusion of their speech. Information may be written on both sides of the index card.
  15. At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes and again at four (4) minutes. 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. All performances will be open to conference attendees, except performing participants of this event.

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## **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 rating sheet.

### **Second Tiebreaker**

- Total points of the *Organization* section on the rating sheet.

### **Third Tiebreaker**

- Total points of the *Thoughts and statements are well-organized and clearly stated; appropriate business language used* sub-section of the *Delivery* section on the rating sheet.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbla.org/tiebreakers.php](http://www.pafbla.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 and second-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 or second-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

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-3	4-7	8-10	
<b>Organization</b>					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and a good attitude	0	1-2	3-4	5	
Uses appropriate gestures and has good eye contact	0	1-2	3-4	5	
Speech is sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines. _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed. _____					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments

VERIFICATION & INITIALS  
(scores checked for accuracy)

Chief Administrator \_\_\_\_\_

Official Checker \_\_\_\_\_