Introduction to Business Presentation - MODIFIED

*Using technology to support a presentation can significantly enhance a business leader’s effectiveness. This event provides recognition for FBLA members who demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology.*

**Competencies**

*Performance Competencies*

- answer questions effectively
- demonstrate ability to make a businesslike presentation
- demonstrate effective verbal communication skills
- demonstrate ability to work as a team
- describe project development and implementation
- explain content logically and systematically

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

Communication; Information Technology

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**2016 Topic**

You have just taken first place in Introduction to Business Presentation at your FBLA State Leadership Conference, and you are now faced with the need to raise over $2,000 per person on your team to attend the FBLA National Leadership Conference in Atlanta. Prepare a seven-minute presentation that can be used in front of a variety of potential sponsors that may include community service groups, local small businesses, the school board, etc.

**State Eligibility**

Each local chapter may enter two (2) presentations. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by December 31 of the current school year. **Members participating in this event may not compete in another competitive event at a Region Leadership Conference.**

The ten entries with the highest rating sheet scores will qualify to attend the State Leadership Conference. The top ten (10) finalists will be notified by the PA FBLA Executive Director/State Chairman by the date published at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is posted on the PA FBLA web site.

*In the event of a team entry, no more than one (1) member may have submitted a project for judging at a previous State Leadership Conference. A member who has competed as an individual in an individual/team event (1-3) may compete again in the same event as a team member the following year, not as an individual.*

Only members enrolled in grades 9 and 10 as of May 20 of the current school year are eligible.

**State Regulations**

*Procedure—Prejudged Project*

1. Student members, not advisers, must prepare presentations. Local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are developed in an acceptable business style.

2. The local chapter adviser must certify and submit an event entry form that is included posted on the PA FBLA web site by the deadline date listed at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is also posted on the PA FBLA web site.
3. In addition to the event entry form, a Statement of Assurance should be submitted with entry which includes the documentation needed including software used, sources of information, copyright notations, instructions for running project, and template used.

4. Presentations must be uploaded to YouTube by the chapter adviser and received by the deadline posted on the www.pafbla.org website. After chapter advisers register the students for the SLC, specific instructions regarding the upload will be sent directly to the chapter adviser.

5. All presentations must comply with state and federal copyright laws. Refer to format guide for additional information.

6. Presentations must address the given topic. Entries will be judged according to the rating sheet.

7. Presentations should be no more than seven (7) minutes in length.

**Procedure - Final Round**

1. The event consists of two parts: (1) submission pre-judged presentation, and (2) oral presentation.

2. At the State Leadership Conference, the chapter adviser must confirm students’ participation in the event. Participants who are not confirmed will be disqualified.

3. Participants are required to complete both parts to be eligible to win an award.

**Oral Presentation**

1. Based on the ten (10) highest prejudged project scores, a maximum of 10 individuals or teams up to three members will be selected to make an oral presentation at the State Leadership Conference.

2. Participant(s) must use a presentation software program as an aid in delivering the business presentation.

3. A maximum time limit of five (5) minutes will be allowed to set up and remove equipment or presentation items.

4. The chapter must provide the computer for the event. A LCD projector, screen, table, and electrical power will be provided on-site. Participants that will be utilizing Apple products or other devices that do not have a VGA port will need to provide their own adapters.

5. The individual or team members must perform all aspects of the presentation (e.g., speaking, set-up, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.

6. All individuals or team members are expected to actively participate in the performance.

7. Seven (7) minutes will be given to deliver the presentation.

8. Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.

9. At the end of six (6) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at seven (7) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.

10. Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.

11. The performance is open to all conference attendees, except performing participants of this event.
12. The participant must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participant does not comply, he or she will not be admitted to the oral presentation areas until he or she is in compliance.

**State Judging**
Presentations that meet the above regulations will be reviewed by a panel of judges prior to State Leadership Conference. Using the rating sheets, a panel of judges selects the winners, and all decisions of the judges are final.

In the event there is a tie after the prejudged portion in order to determine the top 10 finalists, ties will be broken based on the following:

- **First Tiebreaker**
  - Total points of the *Content* section on the Pre-Judged Rating Sheet.

- **Second Tiebreaker**
  - Total points of the *Organization* section on the Pre-Judged Rating Sheet.

- **Third Tiebreaker**
  - Total points of the “Presentation and statements are well-organized and clearly stated; appropriate business language used” category within the *Delivery* section on the Pre-Judged Rating Sheet.

In the event there is a tie after the prejudged portion and the oral presentation component of this event, ties will be broken based on the following:

- **First Tiebreaker**
  - Total points of the Pre-Judged Rating Sheet.

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

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

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

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

**National Conference Eligibility**
The first-, second-, third-, and fourth-place winning presentations at the State Leadership Conference are eligible for entry at 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. All participants will be expected to make a seven-minute (7) oral presentation at the NLC.

In the event that the first-, second-, third-, or fourth-place winner(s) 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.
## INTRODUCTION TO BUSINESS PRESENTATION

### Pre-Judged Rating Sheet

*Modified 2015-2016*

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation clearly related to topic</td>
<td>0</td>
<td>1–3</td>
<td>4–7</td>
<td>8–10</td>
<td></td>
</tr>
<tr>
<td>Purpose clearly stated</td>
<td>0</td>
<td>1–2</td>
<td>3–4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Effectively uses a variety of formatting and effect features of program such as text, graphics, and transitions.</td>
<td>0</td>
<td>1–3</td>
<td>4–7</td>
<td>8–10</td>
<td></td>
</tr>
<tr>
<td>Quality of design is professional. Design elements are appropriate for a business presentation; e.g., color choice, font style and size, and so forth</td>
<td>0</td>
<td>1–3</td>
<td>4–7</td>
<td>8–10</td>
<td></td>
</tr>
<tr>
<td>Technology is effectively integrated into overall presentation</td>
<td>0</td>
<td>1–5</td>
<td>6–10</td>
<td>11–15</td>
<td></td>
</tr>
<tr>
<td>Suitability and accuracy of statements in presentation</td>
<td>0</td>
<td>1–2</td>
<td>3–4</td>
<td>5</td>
<td></td>
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<tr>
<td><strong>Organization</strong></td>
<td></td>
<td></td>
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<tr>
<td>Topic adequately developed</td>
<td>0</td>
<td>1–2</td>
<td>3–4</td>
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<td></td>
</tr>
<tr>
<td>Logical sequence of ideas</td>
<td>0</td>
<td>1–2</td>
<td>3–4</td>
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<tr>
<td>Accomplished purpose</td>
<td>0</td>
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<tr>
<td><strong>Delivery</strong></td>
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</tr>
<tr>
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<tr>
<td>Presentation and statements are well-organized and clearly stated; appropriate business language used</td>
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</table>

**Subtotal** /100 max.

**Time Penalty** Deduct five (5) points for presentation over seven (7) minutes. Time:

**Penalty Points** Deduct five (5) points for not adhering to guidelines [maximum (10) points]:

- ☐ Statement of Assurance not received
- ☐ entry labeled incorrectly on the upload

**Final Score** /100 max.

Name(s): __________

School: __________________ Region: __________________

Judge’s Signature: __________________ Date: __________________

Judge’s Comments: __________________

VERIFICATION & INITIALS
(scores checked for accuracy)

☐ Competitive Events Team ______
# INTRODUCTION TO BUSINESS PRESENTATION

## Performance Rating Sheet

**Modified 2015-2016**

**Final Round**

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<td><strong>Dress Code Penalty</strong></td>
<td>Deduct five (5) points when dress code is not followed.</td>
<td></td>
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</tr>
<tr>
<td><strong>Penalty</strong></td>
<td>Deduct five (5) points for failure to follow guidelines.</td>
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</tr>
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Name(s): ____________________________________________________________

School: ___________________________ Region: ___________________________

Judge’s Signature: ___________________________ Date: ___________________________

Judge’s Comments: ____________________________________________________

**VERIFICATION & INITIALS**

(scores checked for accuracy)

- Chief Administrator _________
- Official Checker ____________