ADMINISTRATIVE SUPPORT RESEARCH PROJECT INDIVIDUAL SECONDARY (31)

BUSINESS
professionals
OF AMERICA

National 2013

KEY

Description

One administrative support topic is selected by National Business Professionals of America and provided at the beginning of the school year. Students will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Topic

Research and discuss the impact, both pro and con to the use of social media in today's office operations. Include in your analysis the impact of both employee productivity as well as the economic impact of the equipment being used to support social media.

<u>Contestants who do not submit an entry that follows this topic will be disqualified.</u>

<u>JUDGING PROCEDURE</u>

- Contestant will be introduced by contestant number

- As a team of judges, formulate two to three questions to ask at the conclusion of the presentation. Be sure to ask the same questions of each contestant

- No more than five (5) minutes oral presentation. **PRESENTATION MUST BE STOPPED AT FIVE MINUTES.**

- No more than ten (10) minutes judges' questions

- Contestants should be dismissed

- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties

- Administrator will fill out ranking sheet prior to dismissing the judges

- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section

- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials

- No audience is allowed in the contest room

<u>Please double-check and verify all scores!</u>

Refer to *Style and Reference Manual* for MLA Report Style and Works Cited format.