



EXTEMPORANEOUS SPEECH (525)

—Secondary—

REGIONAL – 2016

PRELIMINARY

**Judges/Graders: Please double check and verify all
scores and answer keys!**

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Workplace Skills Assessment Program competition.



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Description

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.

JUDGING PROCEDURE

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. Notes will be made on the note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- Contestants will present before a panel of judges and timekeeper.
- The length of the speech will be no less than two (2) minutes and no more than four (4) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The speech will be stopped at four (4) minutes.
- No time is allotted for judges' questions.
- Contestants should be dismissed upon completion of their speech.
- **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.

Please double-check and verify all scores!



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TOPICS:

How would you deal with a co-worker who has a bad attitude?

What steps can a leader take to have a more productive meeting?

What are some ways to improve your business writing skills?

What does BPA mean to you, and how has it helped you in your professional and personal life?

What are some electronic or app methods for taking notes?

What is some important information to include when creating a resume for a scholarship?