

# Business Presentation

*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.*

## 2012 State & National Conference Topic

The topic to be developed in this presentation and used for competition at the 2012 NLC will be:

*Create a presentation on the dangers of texting and driving to present to the senior class. This presentation will be given before the prom and graduation activities.*

## Competencies

The presentation should be informal based on the topic given, logically arranged, use effective and efficient layout and design and voice quality and diction should be appropriate for audience.

## Business Education Curriculum Standards:

Communication, Information Technology

## Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

Each chapter may submit individuals or teams of two (2) or three (3) members. No more than one (1) team member may have competed in this event at a previous National Leadership Conference NLC or have competed more than two (2) years at the national level.

## Procedure

### ***Copyright and Fair Use Information***

It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following Web sites as a reference:

- ▽ Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>
- ▽ U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

### ***Preliminary Performance***

A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round. Student members, not advisers, must prepare presentations.

## Business Presentation continued...

The participant(s) must use a multimedia presentation as an aid in delivering the business presentation. Nevada FBLA will provide a screen, table, and power. The chapter must provide all other equipment for the presentation. **No internet access will be provided.** Five minutes (5) will be allowed to set up equipment or presentation items.

The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation. A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.

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

### ***Final Performance***

The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.



# Business Presentation Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-3	4-7	8-10	
Well developed	0	1-3	4-7	8-10	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-2	3-4	5	
<b>Organization</b>					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplished purpose	0	1-3	4-7	8-10	
<b>Delivery</b>					
Effective use of multimedia in presentation	0	1-3	4-7	8-10	
Thoughts and statements are well-organized and clearly stated		1-3	4-7	8-10	
Team members actively participate during the presentation	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

Names: \_\_\_\_\_

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

Judge's Name: \_\_\_\_\_

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

Judge's Comments: