

**Texas  
FBLA**

**Middle Level  
Awards Program  
2016-2017**

# TEXAS FBLA MIDDLE LEVEL COMPETITIVE EVENTS

## Purpose

This Middle Level Awards Program (MLAP) is for use at the Texas State Leadership Conference for students in grades 5 – 9 who are registered members of a middle level chapter. FBLA members should print a copy of the MLAP event guidelines and any rating sheet(s) and be responsible for following the guidelines exactly. Failure to follow the MLAP guidelines may result in a penalty or disqualification.

Advisers should use the MLAP and the SLC Registration Packet to ensure that competitors are correctly registered, on-line and home-school production tests are administered as directed, and that all materials are submitted by the stated deadline.

If there are questions, please contact the Texas State Adviser, D'Ann Matlock, at or by email at [matlock.fbla@gmail.com](mailto:matlock.fbla@gmail.com). You may also contact the Middle Level Board of Directors Representative, Leslie Akins, Eastwood Middle School, (s) 915-434-4300 or by email at [lakins@yisd.net](mailto:lakins@yisd.net).

## Information

### Advancement.

Middle Level event winners DO NOT advance to national competition; however, some event winners may receive recognition from the national office.

### Pre-submitted materials.

Reports and scrapbooks must be submitted prior to the State Leadership Conference for grading. No materials for these events will be accepted at the SLC. Leslie Akins will notify chapters of details and deadlines.

### National Recognitions.

Encourage your members to participate in the National Level Individual Recognitions such as High 5, MAP (Middle Level Achievement Program)-Entrepreneur, Business, and Enterprise Levels and Chapter Recognitions such as Chapter Challenge and Go Green Project. For more information, see the Recognition Section of the FBLA-Middle Level Chapter Management Handbook.

### Battle of the Chapters – Middle Level.

Following all competitions at the State Leadership Conference and prior to the Middle Level Awards Ceremony, we will have a Battle of the Chapters – Middle Level.

# TEXAS FBLA

## MIDDLE LEVEL COMPETITIVE EVENTS

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## **AMERICAN ENTERPRISE PROJECT**

*This event recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise.*

### **ELIGIBILITY AND NATIONAL RECOGNITION**

Each chapter may submit two (2) reports if it is an active local chapter on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1. Chapters will be recognized on the national FBLA-PBL website.

### **OVERVIEW**

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Form questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

### **REPORT GUIDELINES**

1. Report must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe an activity on American enterprise/free enterprise that was conducted during the school year.
3. The report should be no more than five (5) pages including the cover sheet and attachments and be on standard 8.5" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20 of the FBLA-Middle Level Chapter Management Handbook).

### **REGULATIONS**

1. Reports must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in business style.
2. Projects described in the reports cannot be submitted in any other event except in the Local Chapter Annual Business Report.
3. Reports become the property of Texas FBLA and may be used as necessary.
4. Reports are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **REPORT FORMAT**

The report will consist of questions and answers. Key the following questions followed with your comments and description.

1. Describe the chapter's American Enterprise Project.
2. State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.

3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the community and its citizens.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# AMERICAN ENTERPRISE PROJECT

## ML RATING SHEET

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project	0	1-7	8-14	15-20	
Statement of project goals	0	1-3	4-7	8-10	
Description of project choice	0	1-3	4-7	8-10	
Description of project planning and development	0	1-3	4-7	8-10	
Description of implementation	0	1-3	4-7	8-10	
Uniqueness of project	0	1-2	3-4	5	
Service to community	0	1-2	3-4	5	
Evidence of publicity	0	1-2	3-4	5	
<b>Format of Project</b>					
Followed project criteria	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style ( <b>deduct</b> 1 point for each error)	0	1-5	4-7	11-15	
<b>Total Points</b>					/100 max

Name(s) \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## **COMMUNITY SERVICE PROJECT – MIDDLE LEVEL**

*This event recognizes FBLA Middle Level chapters that develop community service projects that are successfully implemented to serve the citizens of the community.*

### **ELIGIBILITY AND NATIONAL RECOGNITION**

Each chapter may submit one (1) report if it is an active local chapter on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1. Chapters will be recognized on the national FBLA-PBL website.

### **OVERVIEW**

Reports must describe a chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation.

### **REPORT GUIDELINES**

1. Report must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe a community service activity that was conducted during the current school year.
3. The report should be no more than five (5) pages including the cover sheet and attachments and be on standard 8.5" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20 of the FBLA-Middle Level Chapter Management Handbook).

### **REGULATIONS**

1. Reports must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in business style.
2. Projects described in the reports cannot be submitted in any other event except in the Local Chapter Annual Business Report.
3. Reports become the property of Texas FBLA and may be used as necessary.
4. Reports are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **REPORT FORMAT**

The report will consist of questions and answers. Key the following questions followed with your comments and description.

1. Describe the chapter's Community Service Project.
2. State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.

3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the community and its citizens.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## COMMUNITY SERVICE PROJECT-ML

### ML RATING SHEET

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project	0	1-7	8-14	15-20	
Statement of project goals	0	1-3	4-7	8-10	
Description of project choice	0	1-3	4-7	8-10	
Description of project planning and development	0	1-3	4-7	8-10	
Description of implementation	0	1-3	4-7	8-10	
Uniqueness of project	0	1-2	3-4	5	
Service to community	0	1-2	3-4	5	
Evidence of publicity	0	1-2	3-4	5	
<b>Format of Project</b>					
Followed project criteria	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style ( <b>deduct</b> 1 point for each error)	0	1-5	4-7	11-15	
<b>Total Points</b>					/100 max

Name(s) \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## **LOCAL CHAPTER ACTIVITIES REPORT - ML**

*This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.*

### **ELIGIBILITY AND NATIONAL RECOGNITION**

Each chapter may submit one (1) report. The chapter must be on record in the FBLA-PBL state and FBLA-PBL National Center as having paid dues by February 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

### **OVERVIEW**

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

### **REGULATIONS**

1. Reports must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in business style.
2. Projects described in the reports cannot be submitted in any other event except in the Local Chapter Annual Business Report.
3. Reports become the property of Texas FBLA and may be used as necessary.
4. Reports are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **REPORT GUIDELINES**

The report should follow the Rating Sheet.

1. Reports must not exceed a total of five (5) pages, including cover sheet and other documentation.
2. Pages must be on standard 8.5" x 11" paper and may not be laminated or bound in sheet protectors.
3. Each side of the paper providing information is counted as a page.
4. Copies should be sent rather than important original documents.
5. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20 of the FBLA-Middle Level Chapter Management Handbook).
6. Reports must describe activities of the chapter that were conducted during the current school year.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## LOCAL CHAPTER ACTIVITIES REPORT

### ML RATING SHEET

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Service to school and community	0	1-5	6-10	11-15	
Recruitment of members	0	1-5	6-10	11-15	
Leadership development for officers and members	0	1-5	6-10	11-15	
Support of FBLA-PBL national and state projects	0	1-5	6-10	11-15	
Public relations – evidence of publicity	0	1-5	6-10	11-15	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangements of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style ( <b>deduct</b> 1 point for each error)	0	1-5	6-10	11-15	
<b>Total Points</b>					/100 max

Name(s) \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## **LOCAL CHAPTER SCRAPBOOK**

Scrapbooks are used to record and display a local chapter's involvement during the school year. The event provides participants with experience in displaying documents, pictures, and memorabilia in a scrapbook format report.

### **CONTENT**

The local chapter may submit a scrapbook detailing the activities of the chapter from one SLC to the following SLC.

### **ELIGIBILITY**

Each school may submit one scrapbook (FBLA Official Scrapbook, obtained from the Market Place or its equivalent) and must be an active local chapter that is on record in the FBLA-PBL National Center as having paid dues by February 1 of the current school year.

Scrapbooks are to be submitted prior to the SLC for judging. Scrapbooks are to be picked up immediately following the last general session; scrapbooks not retrieved will not be mailed.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.

### **GUIDELINES**

1. The scrapbook should summarize the activities of the local chapter for the time period between the start of the previous school year's State Leadership Conference and the start of the current school year's State Leadership Conference.
2. Project materials used for other FBLA reports may be included.
3. The scrapbook should include an introduction of the chapter; recruitment of members; chapter, area and state meetings; service to school and community and support of national and state projects; evidence of public relations; fundraising activities; and social activities.
4. The scrapbook format must follow the same sequence shown on the rating sheet.
5. Creativity and professionalism is encouraged in the scrapbook layout.
6. No more than 20 pages (front and back) will be allowed (40 pages total).
7. Pages should be numbered.
8. Materials will not extend beyond the edge of the page.
9. The scrapbook may (but not mandatory) display the selected conference theme.
10. Scrapbooks are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# LOCAL CHAPTER SCRAPBOOK

## ML RATING SHEET

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Introduction of chapter	0	1-2	3-4	5	
Recruitment of members	0	1-3	4-7	8-10	
Chapter, area and state meetings	0	1-3	4-7	8-10	
Service to school and community; support of FBLA-PBL national and state projects	0	1-3	4-7	8-10	
Public relations – evidence of publicity	0	1-3	4-7	8-10	
Fundraising activities	0	1-3	4-7	8-10	
Social activities	0	1-2	3-4	5	
<b>Format of Project</b>					
FBLA Official Scrapbook or equivalent	0	1-2	3-4	5	
Materials identified and explained, including names of individuals pictured	0	1-5	6-10	11-15	
Correct grammar, punctuation, spelling, ( <b>deduct</b> 1 point for each error)	0	1-3	4-7	8-10	
Materials properly secured to pages, nothing extending beyond pages, pages numbered, no more than 40 pages	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					<b>/100 max</b>

Name(s) \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

# MARCH OF DIMES

## Texas FBLA Recognition Award

*Effective only on the state level, this event was established in support of the National March of Dimes project. Every chapter is encouraged to contribute to this nationwide community service project.*

### ELIGIBILITY

All properly registered chapters in the state of Texas and are on record in the FBLA-PBL National Center as having paid dues by February 1 of the current school year who make a contribution to the March of Dimes are eligible.

### REGULATIONS

1. The SLC entry form must be completed by the local adviser and submitted to the state office by the published SLC registration deadline.
2. Contributions must be received by the close of registration at the SLC.
3. Chapter registration, the number of student members, and the amount of contribution will be verified by records of in the state and FBLA-PBL National Center as of February 1.

### GUIDELINES

The entry form may include only those contributions made to the March of Dimes between the last State Leadership Conference and the current conference registration deadline. Chapters must have contributed at least \$1.00 for each student member in the chapter. Advisers will not be included as membership. Total chapter contributions for the year will be divided by the highest student membership for the year to obtain a contribution per member figure that will be used to determine the winners of this event.

### JUDGING

Winners in this event are determined based on entry forms submitted, chapter membership, and total contributions received as verified by records in the state office.

Scores shall be calculated by:

1. Scores shall be calculated by:  $\frac{\text{Total Contributed}}{\text{Total Student Membership}} = \text{Average Contribution Per Member}$
2. Largest chapter contribution.

### STATE AWARDS

The number of awards presented is determined by the state office and/or number of entries. The maximum number is three (3).

## **BUSINESS ETIQUETTE**

*This event provides recognition for FBLA Middle Level members who work toward developing the manners and skills that make it easier to travel and conduct business.*

### **CONTENT**

The written objective test may include word definitions, tipping procedures, table settings and table manners, telephone procedures, the use of social media, greetings and introductions, and office etiquette.

### **ELIGIBILITY**

Each chapter may enter two (2) participants who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

A thirty-minute written objective test will be administered based on the previously listed CONTENT.

Participants must furnish their own No. 2 pencils and erasers. Four-function basic calculators will be provided.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **CALCULATOR SKILLS/BUSINESS MATH**

*This event provides recognition for FBLA Middle Level members who are proficient at using a calculator to solve business math problems.*

### **CONTENT**

The written objective test may include basic math concepts, credit, fractions, percentages, discounts, decimals. Simple calculators may be used in this event.

### **ELIGIBILITY**

Each chapter may enter two (2) participants who are members of the local chapter and are on record in FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **PROCEDURE**

A thirty-minute written objective test will be administered based on the previously listed CONTENT. A significant portion of the questions will be performance based.

Participants must furnish their own No. 2 pencils and erasers. Four-function basic calculators will be provided.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **CAREER EXPLORATION**

*This event provides recognition for FBLA Middle Level members who are working toward improving their knowledge of career opportunities.*

### **CONTENT**

The written objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

### **ELIGIBILITY**

Each chapter may enter two (2) participants who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

A thirty-minute written objective test will be administered based on the previously listed CONTENT. A significant portion of the questions will be performance based.

Participants must furnish their own No. 2 pencils and erasers

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## COMPUTER SLIDE SHOW PRESENTATION

*This event provides recognition for FBLA Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.*

### CONTENT

The topic to be developed for this slide show and submitted for competition will be announced each year. For 2016-2017 the topic is:

*Create a computer slide show on the responsible use of social media.*

### ELIGIBILITY

Each chapter may submit two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### GUIDELINES

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. The local adviser must enter the presentation on the SLC event entry form which must be submitted to the state office by the published registration deadline *prior to the SLC*.
4. Presentations must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are written in business style.
5. The slide show must address the topic in the description/content area. Entries will be judged according to the rating sheet.
6. Presentations should be at least one (1) minute and no more than three (3) minutes in length. The presentation will be judged as a “stand alone” meaning the participants will not be present.
7. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. **All software and the required elements should be included (i.e., pack-and-go)** so the judges can view the presentation on any system.
8. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and city.
9. Presentations are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### JUDGING

A panel of judges will select the winners. All decisions of the judges are final.

### STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# COMPUTER SLIDE SHOW PRESENTATION

## ML RATING SHEET

PRELIMINARY ROUND     FINAL ROUND

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Presentation content clearly relates to assigned topic	0	1-3	4-7	8-10	
Copyright laws have been followed and are cited	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-3	4-7	8-10	
Elements included in presentation are suitable and appropriate	0	1-3	4-7	8-10	
<b>Presentation</b>					
Presentation includes identifiable opening, body, and conclusion	0	1-3	4-7	8-10	
Audio and visual elements are coordinated and complementary	0	1-3	4-7	8-10	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation is effective at motivating audience to action	0	1-3	4-7	8-10	
Sound transitions, timings, and/or other special-effects enhance the presentation	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>Penalty Points: Deduct five (5) points if presentation is under 1 minute or over 3 minutes. Time:</b>					
<b>Final Score</b>					/100 max

Name \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## **DESKTOP PUBLISHING APPLICATIONS**

*This event provides recognition for FBLA Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.*

### **CONTENT**

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation that include graphics, text, layout creativity, and appropriate fonts and type sizes.

### **ELIGIBILITY**

Each chapter may submit two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

### **GUIDELINES**

1. The test will be administered at the school site following directions published by the state office.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Students may use only one computer for the event.
4. Participants may bring clip art or use the Internet to access graphics.
5. The finished product will be submitted in black and white or color on plain, white paper.
6. Word-division manuals and dictionaries may be used as reference materials.
7. The finished product will be submitted at the SLC according to published directions.
8. Completed tests are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## DESKTOP PUBLISHING APPLICATIONS

### ML RATING SHEET

PRELIMINARY ROUND     FINAL ROUND

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Overall Appeal</b>					
Presentation immediately grabs audience	0	1-3	4-7	8-10	
Content effectively covers topic with all the vital information – who, what, when, where, why, and how	0	1-3	4-7	8-10	
Presentation appeals to intended audience	0	1-3	4-7	8-10	
<b>Layout</b>					
Layout is creative and original	0	1-3	4-7	8-10	
Text and graphics are well-balanced with no overlapping items that reduce readability	0	1-3	4-7	8-10	
Graphics are appropriate to subject and are effectively utilized	0	1-3	4-7	8-10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1-3	4-7	8-10	
<b>Technical Features</b>					
Effective application of a special effect(s) may include but are not limited to drop caps, shadowing, reverse type, screens, and mirror images	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping).	0	1-3	4-7	8-10	
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					<b>/100 max</b>

Name \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments

## **FBLA CREED**

It is necessary that informed Middle Level FBLA members understand the purpose of their organization. This event demonstrates members have a written knowledge of the official FBLA Creed.

### **CONTENT**

The current FBLA-PBL Creed is the official creed used for this event which may be found on the national FBLA-PBL website.

### **ELIGIBILITY**

Each chapter may submit two (2) entries who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

1. Contestants must select the correct choice for each blank in the FBLA Creed. Correct spelling, punctuation, and capitalization will be required portions of this event.
2. Fifteen minutes are allowed for this event.
3. Participants must furnish their own No. 2 pencils and erasers
4. No reference material will be allowed.

### **JUDGING**

Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **FBLA FACTS**

Knowledge about an organization enables its members to participate more fully in its activities and to receive more personal satisfaction from the membership. This event provides recognition for FBLA Middle Level members who have a basic understanding of the FBLA organization and history.

### **CONTENT**

The written objective test may include recognition of acronyms; identification of FBLA materials, publications and programs; knowledge of the bylaws, creed, pledge, ceremonies, and goals; as well as the history and personnel of the organization.

### **ELIGIBILITY**

Each chapter may submit two (2) entries who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

1. A thirty-minute written objective test will be administered based on the previously listed CONTENT.
2. Participants must furnish their own No. 2 pencils and erasers.
3. No reference material will be allowed.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event.. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **INFORMATIVE 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 provides recognition for FBLA Middle Level members who develop qualities of business leadership by combining quick, clear thinking and conversational speaking.

### **CONTENT**

Each participant will be given the same topic that will relate to FBLA goals, activities, and/or current programs.

### **ELIGIBILITY**

Each chapter may submit one (1) entry who is a member of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.
5. One (1) 4 x 6-inch index card will be given to each participant and may be used during the preparation and performance. Information may only be written on both sides of the note card. Participants must furnish their own pens and pencils.
6. The speech should be three (3) minutes in length.
7. No reference materials may be brought to or used during the preparation of the presentation.
8. A lectern and microphone will not be available.

### **GUIDELINES**

#### Preliminary Round

If more than ten competitors enter this event, participants may be divided into groups for a preliminary round.

Competitors will be assigned a speaking order at random in Event Headquarters and the order posted.

Participants must report for instructions at the time of the event and will be sequestered until their preparation times.

Participants will prepare the speech prior to appearing before the judges. Preparation time will be ten (10) minutes.

Any notes must be made during the preparation time and may be used when speaking. Information may be written on both sides of the note card. The note card must be submitted to the event administrator at the conclusion of the speech.

At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be three (3) minutes in length. The timekeeper will stand at the end of two (2) minutes. When the speaker is finished, the time used by the participant will be recorded, noting any deductions of three (3) points for each full half-minute (30 seconds) over or under three (3) minutes.

Finalists will be selected equally from each preliminary group for a final round.

Preliminary rounds are not open for conference attendees.

Final Round:

A final round may be conducted if more than ten compete in this event. Finalists will be assigned a speaking order at random in Event Headquarters and the order posted. Finalists must report at the scheduled final round time. All other procedures as outlined in the preliminary round will be followed for the final round.

Final performances are open to conference attendees except performing participants of this event.

**JUDGING**

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

**STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# INFORMATIVE SPEAKING

## ML 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 FBLA-PBL goals, activities, and/or current programs	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-2	3-4	5	
Suitability and accuracy of statements	0	1-2	3-4	5	
<b>Organization</b>					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	1-7	8-10	
Accomplishment of purpose	0	1-2	3-4	5	
<b>Deliver</b>					
Voice quality, diction	0	1-3	4-7	8-10	
Appropriate gestures, eye contact	0	1-3	4-7	8-10	
Clear, specific language	0	1-2	3-4	5	
Conversational style	0	1-2	3-4	5	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-4	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS – Deduct three (3) points per half minute (30 seconds) over or under three (3) minutes. No deduction for speeches between 2:31 or over 3:29 minutes.</b>					
<b>FINAL SCORE</b>					/100 max

Name \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments \_\_\_\_\_

## INTERVIEWING

This event provides recognition for FBLA Middle Level members who demonstrate proficiency in interview skills.

### CONTENT

This event consists of two (2) parts:

Letter of Application and Resume: The letter of application and resume must be composed prior to the State Leadership Conference and submitted during the application portion of the event at the SLC.

Interview: Participants will be scheduled for an initial interview. Finalists will be scheduled for a second interview.

### ELIGIBILITY

Each chapter may submit one (1) entry who is a member of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.
5. Each participant must apply for a two-week mentorship position with the Merit Corporation.
6. At the interview portion of the event, the competitor must submit three (3) letter-sized manila folders each containing the following:
  - a. A one-page letter of application from the participant addressed to:
    - i. Dr. Terry E. Johnson, Director
    - ii. Human Resources
    - iii. Merit Corporation
    - iv. 1640 Franklin Place
    - v. Washington, DC 2004
  - b. A brief resume not to exceed one (1) page. Photographs are not allowed.
7. Each folder must be labeled with the participant's name and the event title and each must contain one copy of the letter and resume.
8. No other materials may be submitted to the judges.
9. The application materials will not be returned.
10. Judges must deduct up to ten (10) points from the scores of the participants who submit materials by the stated deadline but which do not adhere to the event guidelines for the submission of proper materials. Judges will determine the amount of the point deduction to be used for all affected participants prior to scoring.
11. Participants failing to submit materials by the stated deadline will be disqualified.

The letter of application and resume must be prepared by the student member, not an adviser. Advisers should serve as consultants to ensure the letter of application and resume are well organized, contain substantiated statements, and are written in a business style.

### **GUIDELINES**

Participants will apply for a mentorship position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Merit Corporation is an equal opportunity employer.

This event consists of two (2) parts: submission of a letter of application with a resume and participation in a simulated interview(s).

Letter of Application and Resume: A letter of application and a resume must be submitted as previously listed under CONTENT and REGULATIONS.

Initial Interview: Each participant will be scheduled for an eight-minute (8) initial interview. Participants will be assigned an interview time at random in Event Headquarters, and the order will be posted.

If more than ten competitors enter this event, participants will be divided into groups for the initial interviews. Based upon the initial interview, letter of application and résumé, finalists from each group will be selected for a final interview. Finalists will be selected equally from each interview group.

Final Interviews: A final round may be conducted if more than ten compete in this event. Finalists will be assigned an interview time at random in Event Headquarters, and the order will be posted. Finalists must report at the scheduled final round time. Final interviews will be ten (10) minutes. All other procedures as outlined for the initial interviews will be followed for the final interviews.

### **JUDGING**

Participants will be evaluated by a panel of judges. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# INTERVIEWING

## ML RATING SHEET

PRELIMINARY ROUND     FINAL ROUND

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Application Materials</b>					
Clear and concise presentation of facts with logical arrangement	0	1-5	6-10	11-15	
Correct grammar, punctuation, spelling and acceptable business style	0	1-5	6-10	11-15	
Proper greeting, introduction, and closing	0	1-3	4-7	8-10	
<b>Interview</b>					
Professional appearance (grooming and appropriate attire)	0	1-3	4-7	8-10	
Communication skills	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-3	4-7	8-10	
Qualifications for the job and educational background	0	1-3	4-7	8-10	
<b>Presentation</b>					
Self-confidence, initiative, assertiveness, poise, maturity and attitude	0	1-6	7-14	15-20	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS</b> – <i>Deduct up to ten (10) points for failure to fully follow the guidelines.</i>					
<b>FINAL SCORE</b>					/100 max

Name \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## **INTRODUCTION TO BUSINESS COMMUNICATION**

*The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.*

### **CONTENT**

The objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

### **ELIGIBILITY**

Each chapter may submit two (2) entries who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **KEYBOARDING APPLICATIONS I**

*Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA Middle Level members who can demonstrate basic keyboarding application skills.*

### **CONTENT**

Participants should be able to product a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability.

### **ELIGIBILITY**

Each chapter may submit two (2) entries who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

### **GUIDELINES**

1. The test will be administered at the school site following directions published by the state office.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. The finished product will be submitted in black and white or color on plain, white paper.
6. Participants must recognize the necessity for accurate proofreading.
7. Completed tests are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **KEYBOARDING APPLICATIONS II**

*Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA Middle Level members who can demonstrate advanced keyboarding application skills.*

### **CONTENT**

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability.

### **ELIGIBILITY**

Each chapter may submit two (2) entries who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

### **GUIDELINES**

1. The test will be administered at the school site following directions published by the state office.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. The finished product will be submitted in black and white or color on plain, white paper.
6. Participants must recognize the necessity for accurate proofreading.
7. Completed tests are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **OUTSTANDING MIDDLE LEVEL MEMBER**

*This award honors FBLA members who have contributed to the success of FBLA-Middle Level on the local, district/regional, state, and/or national levels.*

### **ELIGIBILITY**

Each chapter may submit one (1). Entries must be an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA-PBL National Center as having paid dues by February 1.

Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Member award on the FBLA-PBL website.

A member nominated for Outstanding Middle Level Member, is recognition and not a member event, and may compete in another event.

### **OVERVIEW**

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. The information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees from state and national Middle Level Outstanding Member must be selected in accordance with the regulations of the state chapter and national association.

### **GUIDELINES**

Criteria for selection of the nominees from at the state level should include, but are not limited to:

1. Number of years in FBLA-Middle Level.
2. Indicate the extent of participation in district/regional, state, and/or national programs and conferences.
3. Indicate the offices, chairmanships, and/or committee memberships held in FBLA-Middle Level.
4. Indicate involvement in local activities and the outcome of at least one of the projects.
5. Answer the question, "What has FBLA done for me?"
6. Complete at least the Business Level in the Middle Level Achievement Program.
7. Include a recommendation letter from the local chapter adviser.

## **PARLIAMENTARY PROCEDURE**

*This event provides recognition for FBLA Middle Level members who demonstrate knowledge of the basic principles of parliamentary procedure. This event is based on team rather than individual competition.*

### **CONTENT**

Participants will be given a written, objective test. The majority of the test will consist of parliamentary procedure principles with additional questions on FBLA National Bylaws.

### **ELIGIBILITY**

Each chapter may submit two (2) entries who are members of the local chapter and are on record in the FBLA state and FBLA-PBL National Center as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

A thirty-minute written objective test will be administered based on the previously listed CONTENT. The team score is determined by averaging the scores of its members.

Participants must furnish their own No. 2 pencils and erasers. No reference material will be allowed.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the time the last member's test was returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. Final rank will be determined by averaging the scores for each team. All decisions of the judges are final.

### **PARLIAMENTARY AUTHORITY REFERENCE**

Questions will be taken from the National Association of Parliamentarians' database of 300 questions and FBLA National Bylaws.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## PREPARED SPEAKING

*This event provides recognition for FBLA Middle Level members who develop qualities of business leadership by presenting logical sequences of ideas through public speaking activities.*

### CONTENT

This event consists of a four (4) minute speech. The speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

### ELIGIBILITY

Each chapter may submit one (1) entry. Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

### REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.
5. Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speech must be prepared by the student member, not an adviser. An adviser should serve as consultants to ensure that the speech is well organized, contains substantiated statements, and is written in a business style.
6. The content of the speech must be of a business nature and developed from one or more of the nine FBLA-PBL goals.
7. The following must be submitted to the Event Administrator in one letter-size manila folder at the time the speech is given:
  - a. Three (3) copies of the participant's typed outline (topic or sentence format) not to exceed two pages printed on 8.5 x 11-inch paper.
  - b. Two-page outlines must be stapled.
8. The materials will not be returned.

9. Judges must deduct one (1) to fifteen (15) points from the score of participants who submit materials by the stated deadline but which do not adhere to the event guidelines for the submission of proper materials. Participants failing to submit these materials by the stated deadline will be disqualified.
10. When delivering the speech, the participant may use only a copy (8.15 x 11 inches) of the same outline as submitted.
11. No visual aids may be used.
12. A lectern and microphone may not be available.

## **GUIDELINES**

### Preliminary Round

If more than ten competitors enter this event, participants may be divided into groups for a preliminary round.

Competitors will be assigned a speaking order at random in Event Headquarters and the order posted.

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. The timekeeper will stand at the end of three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting any deductions of five (5) points for presentations under 3:31 or over 4:29 minutes.

Finalists will be selected equally from each preliminary group for a final round.

Preliminary rounds are not open for conference attendees.

### Final Round:

A final round may be conducted if more than ten compete in this event. Finalists will be assigned a speaking order at random in Event Headquarters and the order posted. Finalists must report at the scheduled final round time. All other procedures as outlined in the preliminary round will be followed for the final round.

Final performances are open to conference attendees except performing participants of this event.

## **JUDGING**

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

## **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# PREPARED SPEAKING

## ML 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 FBLA-PBL goals, activities, and/or current programs	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-2	3-4	5	
Suitability and accuracy of statements	0	1-2	3-4	5	
Significance of subject	0	1-2	3-4	5	
<b>Organization</b>					
Quality of written outline	0	1-2	3-4	5	
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	1-7	8-10	
Accomplishment of purpose	0	1-2	3-4	5	
<b>Delivery</b>					
Voice quality, diction	0	1-3	4-7	8-10	
Appropriate gestures, eye contact	0	1-3	4-7	8-10	
Clear, specific language	0	1-2	3-4	5	
Confidence and personal appearance	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
<b>TOTAL POINTS</b>					/100 max
<b>PENALTY POINTS</b> – <i>Deduct five (5) points for presentations under 3:31 or over 4:29 minutes.</i>					
<b>FINAL SCORE</b>					/100 max

Name \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## **PROOFREADING AND EDITING**

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA Middle Level members who have learned basic proofreading techniques the ability to proofread accurately, spelling, and basic grammar rules.

### **CONTENT**

A 30-minute objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

### **ELIGIBILITY**

Each chapter may submit two (2) entries. Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

A forty-five-minute written objective test will be administered based on the previously listed CONTENT. Participants must furnish their own No. 2 pencils and erasers. No reference material will be allowed.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **SPELLING**

Correct spelling is a valuable asset in the business environment. This event provides recognition for FBLA Middle Level members who demonstrate that ability.

### **CONTENT**

The written objective test may include spelling, meanings, and the selection of correct synonyms.

### **ELIGIBILITY**

Each chapter may submit two (2) entries. Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.
4. Participants failing to report on time and in proper attire for the event may be disqualified.

### **GUIDELINES**

1. Participants will have a thirty-minute written objective test using the following procedure:
2. Questions will be developed from the list (at the end of this guide) of frequently misspelled words.
3. A variety of question formats will be used with emphasis on performance-based questions.
4. Participants must furnish their own No. 2 pencils and erasers. No reference materials will be allowed.

### **JUDGING**

Tests may be machine graded. Ties will be broken based on the order in which the tests were returned. Predetermined selected questions will be used to break a tie resulting when tests are returned when time is called at the end of the event. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## **SPREADSHEET**

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. FBLA Middle Level members must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.

### **CONTENT**

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

### **ELIGIBILITY**

Each chapter may submit two (2) entries. Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

### **REGULATIONS**

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

### **GUIDELINES**

1. The test will be administered at the school site following directions published by the state office.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. The finished product will be submitted in black and white or color on plain, white paper.
4. Calculators are not allowed.
5. Participants must recognize the necessity for accurate proofreading.
6. Completed tests are to be mailed to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### **JUDGING**

A panel of judges will select the winners. All decisions of the judges are final.

### **STATE AWARDS**

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

## WEB PAGE CREATION

*This event provides recognition for FBLA Middle Level members who demonstrate an ability to develop a Web page using HTM or Web design software and deliver a message.*

### OVERVIEW

The topic to be developed for this Web page and submitted for competition for competition is:

*Create a Web page that keeps members informed of your FBLA-Middle Level chapter's activities. Information to be included might be meeting dates, upcoming activities, competitive events, etc. Your web page should include photos and at least one external link.*

### ELIGIBILITY

Each chapter may submit two (2) entries. Entries may be created by an individual or by a team, not to exceed three (3) members (grades 5 through 9) who are members of the local chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

### REGULATIONS

1. The local adviser must enter the competitors on the SLC event entry form which must be submitted to the state office by the published registration deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. A local chapter adviser must report to the event confirmation desk during SLC registration to verify entry in this event.

### GUIDELINES

1. The web page may be one or two pages with at least one link.
2. The Web page must address the topic in the overview section. Entries will be judged according to the rating sheet.
3. Web pages must be viewable with a variety of browsers (Chrome, Microsoft, Internet Explorer, Safari, and more)
4. Presentations should be clearly labeled with the name of the event, name(s) of participant(s), school name, and city.
5. Presentations are to be submitted to the Middle Level Board Representative prior to the SLC as published in the SLC Registration Packet.

### JUDGING

A panel of judges will select the winners. All decisions of the judges are final.

### STATE AWARDS

The number of awards presented is determined by the judges and/or the number of entries. The maximum number will be three (3). Winners will not advance to national competition.

# WEB PAGE CREATION

## ML RATING SHEET

PRELIMINARY ROUND     FINAL ROUND

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>OVERALL APPEAL</b>					
Grabs audience attention	0	1-3	4-7	8-10	
Content of Web pages effectively cover topic with all vital information included (who, what, when, where, why, and how)	0	1-3	4-7	8-10	
Appeals to audience	0	1-2	3-4	5	
<b>LAYOUT</b>					
Creative and original	0	1-2	3-4	5	
Format, text, and graphics are consistent, well-balanced and with no overlapping items that reduce readability	0	1-3	4-7	8-10	
Graphics are appropriate to subject and are effectively utilized	0	1-2	3-4	5	
Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing	0	1-2	3-4	5	
Use of color is appealing	0	1-2		5	
<b>TECHNICAL FEATURES</b>					
Site uses innovative technology tools and enhancements effectively (i.e., streaming video or audio, flash type program)	0	1-3	4-7	8-10	
Web pages are viewable on standard browsers	0	1-5	3-4	5	
Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals and are indicated on the Web page(s)	0	1-3	4-7	8-10	
<b>NAVIGATION</b>					
Links are appropriate and support topic	0	1-2	3-4	5	
All links are functional and allow viewer path back to home page	0	1-3	4-7	8-10	
Navigational scheme is logical and effective	0	1-2	3-4	5	
<b>TOTAL POINTS</b>					<b>/100 max</b>
<b>PENALTY POINTS</b> –Deduct 1 point each for a typographical, spelling, punctuation, or grammar error					
<b>FINAL SCORE</b>					<b>/100 max</b>

Name \_\_\_\_\_ School \_\_\_\_\_

City \_\_\_\_\_ Judge \_\_\_\_\_

Judge's Comments:

## WHO'S WHO

*This award honors FBLA members who have made outstanding contributions to their chapter.*

### **ELIGIBILITY**

Each chapter may submit one (1). Entries must be an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

Entries may be created by an individual who is on record as a member of active local FBLA-Middle Level chapter and are on record in the FBLA state and national offices as having paid dues by February 1.

One nominee from each local chapter is automatically recognized if a name is listed on the SLC event registration form; a Rating Sheet will **not** need to be completed for this nominee.

A member nominated for Who's Who in FBLA, is recognition and not a member event, and may compete in another event.

### **REGULATIONS**

The entry must be submitted in the online registration by the local chapter adviser by the registration deadline.

If the local chapter nominee is unable to attend the State Leadership Conference, the chapter may designate a delegate to accept the award for that nominee.

### **GUIDELINES**

Criteria for selection of the nominees from each local chapter and as the state's representative to the National Leadership Conference should include:

- Years of participation in FBLA activities
- Extent of participation in activities sponsored by the local chapter
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Attendance at chapter meetings and activities
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

**SPELLING LIST - MIDDLE LEVEL**

abbreviate	among	brochure	conference
absence	analysis	bruise	congratulations
accelerate	analyze	budget	Connecticut
acceptable	announcement	bulletin	conscience
accessible	anonymous	bureau	conscientious
accommodate	annually	bury	conscious
accompanying	anticipate	business	consensus
accrued	anxiety	busy	consequently
accumulate	applicant	calendar	continuing
accuracy	appropriate	California	controversy
accustom	approximately	camouflage	controversial
ache	apologize	cancellation	convenience
achievement	apparent	cannot	convenient
acknowledge	appreciate	capacity	cooperate
acknowledgement	approximately	capability	correspondence
acquaintance	arctic	career	could
acquire	Arizona	cartridge	council
acquitted	Arkansas	cassette	country
across	arguing	casualty	courageous
address	argument	cemetery	criticize
administration	arithmetic	certainly	currency
adolescence	arrangement	changeable	cursor
adolescent	associate	character	cylinder
advantageous	athlete	children	daily
advertisement	attendance	chocolate	deceive
advice (noun)	aunt	Christmas	decision
advisable	authoritative	cite	deductible
advise (verb)	autumn	collateral	defense
against	auxiliary	colonel	deficit
aggressive	awkward	Colorado	definitely
aisle	balloon	come, coming	definition
Alabama	bankruptcy	commission	Delaware
Alaska	bargain	commitment	dependent
alignment	because	committee	depreciate
alleged	beginning	comparative	descend
all right	belief	competent	descendant
a lot	believe	compliment (say)	desirable
allotment	beneficial	complement	describe
already	beneficiary	comptroller	description
although	benefited	concede	desert (sand)
aluminum	biscuit	conceive	desert (leave)
amendment	bookkeeper	conceivable	design
always	bought	concession	desperate
amateur	breathe	condemn	dessert (sweet)

develop	enthusiasm	fulfill	interrupt
developments	entitled	friend	intuition
digital	environment	gaiety	Iowa
dividend	envelope	gauge	irrelevant
dilemma	equipment	Georgia	irresistible
diligence	equipped	govern	itinerary
dimension	especially	government	itemize
dining	essential	grammar	it's (it is)
disappear	evidence	grateful	its (belonging to)
disappoint	exaggerate	grievance	jealousy
disastrous	exceed	guarantee	jewelry
disbursement	exceedingly	guard	judgment
discipline	excellent	guess	Kansas
discrepancy	excise	guidance	Kentucky
discretion	except	habitual	knowledge
disease	exercise	handkerchief	knowledgeable
dissimilar	exhausted	harass	laboratory
distribution	exhibit	Hawaii	led
District of	exhibition	height	legitimate
Colombia	existence	heroes	leisure
dissatisfied	expense	hesitate	leisurely
distinguished	experience	hindrance	length
division	explanation	hyphenation	liaison
document	extension	hypocrite	length
duly	extraordinary	Idaho	liaison
duplicate	facsimile	illegible	library
eager	faculty	Illinois	license
effect	familiar	immediately	lien
efficient	fascinate	imitation	lieutenant
eighth	favorite	incidentally	likable
either	February	incredible	likely
eligible	fierce	incur	listener
eliminate	financial	incurred	literature
embarrass	Florida	independence	loneliness
embarrassed	forcibly	independent	lose
emergency	foreign	indispensable	Louisiana
emigrate	foresee	Indiana	luxury
emphasize	forfeit	initiative	magnificent
enclose	formatting	intelligent	Maine
enclosing	formerly	interest	maintenance
encouragement	forty	interference	manageable
encyclopedia	fourth	intention	manager
endeavor	forwarded	intercede	maneuver
enforceable	freight	interoffice	manual

marriage	niece	percent	processor
Maryland	ninety	performance	profession
Massachusetts	ninth	peripheral	professional
mathematics	no one	permanent	professor
medicine	North Carolina	permissible	programming
memorable	North Dakota	persistent	prominent
memorandum	noticeable	persuade	pronounce
merchandise	nuclear	personal	pronunciation
mere	numeric	personnel	proposal
messenger	numerous	petroleum	prosecute
Michigan	oblige	phenomenal	protein
Microphone	obsolete	piece	psychology
Mileage	occupant	planning	publicity
Miniature	occasion	pleasant	pursue
Minnesota	occurred	pneumonia	quantity
minute	occurrence	poison	questionnaire
miscellaneous	occurring	politician	quiet
mischievous	offered	portrayed	quite
mischievous	offering	possession	realtor
misdemeanor	official	possible	receipt
mislaid	often	possibility	receivable
Mississippi	Ohio	potential	receive
Missouri	Oklahoma	practice	recommend
misspell	omission	practical	recipient
misstatement	omitting	practically	reciprocate
monetary	opinion	prairie	recognize
monitor	opportunity	precede	recommendation
Montana	opposite	prediction	recurrence
moral	ordinarily	preferable	reference
morning	organization	preferred	referred,
mortgage	Oregon	prejudice	referring
mosquitoes	paid	preparation	relieve
muscle	pamphlet	prepare	reimbursement
mysterious	parallel	prescription	remember
Nebraska	paralyzed	prestige	renowned
necessary	partial	prevalent	repetition
negotiate	participate	primitive	representative
neither	particular	principal	resistance
Nevada	partner	principle	responsible
nevertheless	patient	privilege	responsibility
New Hampshire	peace	probably	restaurant
New Jersey	peculiar	procedure	reunion
New Mexico	Pennsylvania	proceed	ridiculous
New York	people	processing	Rhode island

rhythm	sponsor	too	villain
right	stationary	toward	Virginia
rough	stationery	traceable	visible
safety	straight	tragedy	volume
salary	statistics	transferred	waive
satisfactorily	strength	transferable	Washington
Saturday	strictly	traveling	weather
saucer	studying	tremendous	Wednesday
schedule	submitted	trouble	weigh
scissors	substantial	truly	weight
secretary	subtle	Tuesday	were
seize	succeed	two	we're
sense	succession	tyranny	West Virginia
separate	sufficient	undoubtedly	whether
sergeant	superintendent	unforeseen	wholly
serviceable	supersede	unfortunately	Wisconsin
session	surprise	unique	withhold
shining	surrounded	university	witness
significant	susceptible	unnecessary	woman
silhouette	technical	until	women
similar	technique	unusual	worthwhile
simultaneous	telecommunication	usage	wraparound
sincerely	temporary	used	write
situation	Tennessee	usually	writing
software	terminal	Utah	wrote
solution	Texas	vacation	Wyoming
sophomore	their	vacuum	yacht
South Carolina	there	valuable	yield
South Dakota	they're	variable	you're
special	thorough	vegetable	your
specialize	through	vehicle	
specialty	thought	vengeance	
specifically	through	Vermont	
specifications	to	very	
specimen	tomorrow	via	

## **STANDARDS OF MAILABILITY**

Materials submitted in these events are graded against the standard of zero errors and a business-like format. The Format Guide (found on the national website at [www.fbla-pbl.org](http://www.fbla-pbl.org)) must be followed for proper formatting of any document.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of one (1) point per error:

1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence.
6. Transposed words that do not change the meaning of the sentence.

The following errors will make the copy mailable with serious corrections and will result in a penalty of three (3) points per error.

1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (e.g., date, inside address)
5. Format Guide not followed.