



COMPETITIVE EVENT PREPARATION

Purpose

🚩 The program was developed to assist your chapter and chapter members prepare for competitive events at the regional, state, and national levels.



Step 1: Identify types of competitions

- **Objective Test**
- **Objective Test/Case Study**
- **Skill**
- **Interview**
- **Performance**
- **Reports with Presentations**



Objective Tests

- Curriculum Centered
- Students Study for test independently
- Online school-site testing for regional competition
- Onsite testing at state level



Examples of Objective Tests

- Accounting I and II
- Business Communication
- Introduction to Parliamentary Procedures
- Securities & Investments
- Organizational Leadership



Tips for Objective Tests

- ✈ Students and advisers should look for study materials from online sources and high education libraries
- ✈ Study should focus on the competencies listed on the event description



Test/Case Study Events

- Objective test on curriculum based events
- Team designation
- Regional winners will take the preliminary test online prior to the SLC and finalist will present to a panel of judges, so all regional winners should focus on



Examples of Test/Case Study

- ▄ Entrepreneurship
- ▄ Global Business
- ▄ Management Decision Making
- ▄ Marketing
- ▄ Parliamentary Procedures



Tips for Objective Test/Case Study

- At the regional level, these events are test only, so focus on studying for the test portion of the event
- Since the event is test only at the regional level, students and advisers should look for study materials from online sources and high education libraries
- Regional winners (first and second-place should research case studies and practice the timed prep/performance component until students are comfortable (be familiar with rating sheet so you are sure to “hit” all of the scoring components)



Skill Events

- Students demonstrate skills developed in curriculum-based skills
- Students take school-site test at the regional and state levels
- Students take objective test at the state level



Examples of Skill Events

- Computer Applications
- Desktop Design and Application
- Word Processing



Tips for Skill Events

- Be VERY familiar with the FBLA-PBL Format Guide
- Students should practice every type of example in the Format Guide until they are comfortable doing all of the examples
- Students will take a written objective test at the state conference on curriculum-specific topics



Interview Events

- Students submit pre-judged materials
- Students interview at regional and state conferences



Examples of Interview Events

🚩 Future Business Leader

🚩 Job Interview

🚩 Scholarships



Tips for Interview Events

- ✈ Partner with a company that does HR to work with your student on their letter of application and resume (make sure the business partner has the event guidelines)
- ✈ Have students practice, as often as possible, interviewing in front of judges
- ✈ Have students research the types of questions they may be asked and have them formulate answers to all of them



Performance Events

- Students present to a panel of judges their research/work on a given topic
- Most of these events are team events



Examples of Performance Events

- 3D Animation
- Business Ethics
- Digital Video
- Electronic Career Portfolio



Tips for Performance Events

- ✚ Do the projects early in the year so you are not rushed
- ✚ Some events are pre-judged and some are performance at the regional level, so be sure to read the event description and regional director instructions carefully
- ✚ First-place regional winners advance to the SLC; students should practice their presentations DAILY and presentations should follow the rating sheets exactly



Reports with Presentations

- Summation of a project centered around the chapter projects and individual research projects
- Members conduct a project/research a project, write a report and submit in PDF format (Report should exactly follow the rating sheet)
- Finalists give a presentation to a panel of judges about the project/report (Presentations should exactly follow the rating sheet)



Examples of Report Events

- 🚩 American Enterprise Project
- 🚩 Business Financial Plan
- 🚩 Business Plan
- 🚩 Community Service Project
- 🚩 Partnership with Business

Tips for Reports with Performance Events

- ≡ Do the projects early in the year so you are not rushed to complete the report
- ≡ These events are state only
- ≡ Reports should exactly follow the rating sheet
- ≡ Have someone in the Language Arts Dept. proofread the report for content and typos
- ≡ Since finalists cannot be notified until report judges have submitted scores, all chapters should prepare for the presentation (7 minute) portion of the event
- ≡ Presentations should exactly follow the rating sheet



Where Do You Go From Here?

- ≡ Show this PPT to your students
- ≡ Get a list of events from the [state handbook](#), and help student identify the event in which they would like to compete (encourage EVERYONE to compete in some type of event)
- ≡ Start working NOW—schedule check-ins to determine how they are proceeding
- ≡ Assign each business teacher a set of events to be in charge of—students should consider the adviser a mentor through the process
- ≡ Don't be afraid to ask questions, and remember, only use the state handbook for regional and state competitions!

