PREPARED PRESENTATION

OVERVIEW

Participants deliver an oral presentation that includes a visual enhancement based on the theme for the current year’s conference. The theme for Prepared Presentation will reflect the current national TSA conference theme. See the national TSA website at www.tsaweb.org.

PURPOSE

Participants have the opportunity to develop and deliver a presentation using a slide deck on an assigned topic.

ELIGIBILITY

Participants are limited to three (3) individuals per state.

TIME LIMITS

A. Entries must be started and completed during the current school year.

B. Each presentation must be no less than three (3) minutes and no more than five (5) minutes.

C. A maximum of five (5) minutes is allowed for set-up.

D. At the conclusion of the presentation, the participant must have all devices ready to exit the room within three (3) minutes.

ATTIRE

Competition attire, as described in National TSA Dress Code (www.tsaweb.org/Dress-Code), is required for this event.

PROCEDURE

A. Participants report to the event area at the time and place stated in the conference program to sign up for a presentation time.

B. Participants will report to the holding area, as stated in the conference program, fifteen (15) minutes prior to the assigned presentation time.
C. The event coordinator introduces each participant by number and in order of scheduled times. The schedule allows time for set-up and removal of equipment.

D. No observers are allowed in the event or preparation rooms during heats, although they are allowed to sit in the audience of the performance during the finals. No talking or gesturing is permitted. Observers are NOT allowed to enter or leave during a presentation. THERE IS NO APPLAUSE UNTIL THE PRESENTATION HAS CONCLUDED. No form of visual recording (such as photographic or video) or audio recording by any observer (including family, friends, or advisors of the participants) is permitted.

E. A semifinalist list in random order is posted.

F. Semifinalists report to the event area at the time and place stated in the conference program. Each semifinalist will sign up for a speaking time.

G. Semifinalist presentations follow the same guidelines as above.

It is essential that students and advisors routinely check the TSA website (www.tsaweb.org) for updated information about TSA general rules and competitive events. This information is found on the website under Competitions/Updates and Clarification. When students participate in any TSA competitive event, they are responsible for knowing of updates, changes, or clarification related to that event.

REGULATIONS

A. Each presentation must be the result of the participant’s own efforts.

B. The topic for the Prepared Presentation event is the published theme of the current year’s conference. Information about technology and TSA is appropriate as long as it relates to the published theme.

C. The presentation must include the use of a slide deck.

D. The slide deck must include a minimum of five (5) slides.

E. Participants are not allowed to hear other participants’ presentations.

F. It is the participant’s responsibility to provide any audio/visual equipment needed for the presentation, including a computer/laptop and projector. If a participant is using equipment that requires electricity, s/he must bring a 25’ extension cord.

Tips for success from past top placers include these:

- Sell yourself using eye contact, gestures, and a comfortable and clear speaking style.

- Be creative with fresh, unique ideas.

Read the General Rules and Regulations in the front of this guide for information that applies to all of TSA’s competitive events.
G. A table (approximately six feet [6'] long) and a projection screen, will be provided by national TSA for participant use, as needed.

H. Participant scores are penalized one (1) point per ten (10)-second interval for speaking over or under the allotted time. The same penalty is used for set-up and takedown. Set-up time begins when the participant is called into the room and ends when the participant is ready to deliver the presentation; takedown time begins when the presentation is concluded and ends when the participant has all devices ready to exit the room. The presentation time begins when the presentation begins and ends when the presentation is concluded.

EVALUATION

Evaluation is based upon the quality of the presentation and the appropriate use of a slide deck.
STEM INTEGRATION

This event aligns with the STEM educational standards noted below. Please refer to the STEM Integration section of this guide for more information.

Science, Technology, Engineering, Mathematics

COMMON CORE STATE STANDARDS (CCSS) INTEGRATION

Please refer to the Common Core State Standards (CCSS) Integration section of this guide for more information.

PRIMARY LEADERSHIP SKILLS

Leadership skills promoted in this event:

- COMMUNICATION — Students will use audio/visual materials to enhance the effectiveness of their presentation. Suggested leadership lessons: *Listening Skills* and *Put It Together*
- CREATIVE THINKING — Students will use creativity to present original thoughts. Suggested leadership lessons: *Invention Mishap* and *The Leadership Chronicles*
- EVALUATION — Students will practice and revise both their presentation and their presentation techniques. Suggested leadership lessons: *Evaluation Imagination* and *Your Dream Car*

Additional leadership skills promoted in this event: critical thinking, organization, problem solving, self-esteem

TSA AND CAREERS

This competition connects to one or more of the career areas featured in the TSA AND CAREERS section of this guide. Use *The 16 Career Clusters* chart and the *TSA Competitions and The 16 Career Clusters* grid as resources for information about careers.

CAREERS RELATED TO THIS EVENT

- Broadcast media specialist
- Lawyer
- Management consultant
- Motivational speaker
- Public relations executive
PREPARED PRESENTATION
EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

A. Event coordinator

B. Evaluators for the initial round of presentations, two (2) or more per event room

C. Evaluators for the semifinalist round of presentations, preferably some who did NOT judge the initial round, two (2) or more

D. Timekeeper, one (1) per event room and one (1) for the semifinalist round

MATERIALS

A. Coordinator’s notebook, containing:
   1. Event guidelines, one (1) copy for the coordinator and for each evaluator
   2. Official rating forms
   3. List of entries with finalist report
   4. List of evaluators/assistants
   5. Marking pens or pencils for each evaluator
   6. Semifinalist list for posting
   7. One (1) stopwatch for each event room
   8. Results envelope

B. Tables and chairs for three (3) evaluators

C. Chairs for audience

D. One (1) table, approximately 6' long, for participant use

E. Projection screen

RESPONSIBILITIES

A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator’s notebook. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.

B. Inspect the area(s) in which the event is being held for appropriate set-up, including room size, chairs, tables, screens, outlets, etc. Notify the event manager of any potential problems. Set up the projection screen.
C. One (1) hour before the event is scheduled to begin, meet with your evaluators/assistants to review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.

D. For participants who violate the rules, the decision either to deduct 20% of the total possible points or to disqualify the entry must be discussed and verified with the evaluators, event coordinator, and a CRC manager; all must initial either of these actions on the rating form.

E. Begin the event at the scheduled time and check the entry list. In order to compete, participants must be on the entry list or must have approval of the CRC chairperson.

F. Participants will sign up for heats according to time provided in the conference schedule. Participants who do not report to sign up for heats may be disqualified. Any exceptions must be approved by the CRC chairperson.

G. At the scheduled time, take the first participant to the event room and provide five (5) minutes for set-up of equipment. The event coordinator or assistant introduces the participants by entry number only. No nametags that give any indication of the hometown, school, or chapter are allowed.

H. Approximately every fifteen (15) minutes, the coordinator or designated assistant sends a participant to the event coordinator or assistant in the event room.

I. The participant is allowed three (3) minutes to remove all equipment.

J. Following the last participant’s presentation, the evaluators total their scores, making adjustments for time penalties.

K. Secure the evaluators’ signatures on their score sheets.

L. Following the preliminary heats, evaluators determine the semifinalists from their particular heats and forward these to the coordinator. The coordinator lists the semifinalists from each heat on a semifinalist list in random order that is submitted to the CRC chairperson for posting; twelve (12) semifinalists will be posted. Repeat the presentation process above for the semifinalists.

M. Evaluators average their scores to determine the ranking of the ten (10) finalists. Evaluators discuss and break any ties.

N. Complete and submit the finalist report, which includes a ranking of the ten (10) finalists, and all related forms in the results envelope to the CRC room.

O. If necessary, manage security and the removal of materials from the event area.
# PREPARED PRESENTATION

## 2015 & 2016 OFFICIAL RATING FORM

### Content (30 points)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Minimal performance 1-4 points</th>
<th>Adequate performance 5-8 points</th>
<th>Exemplary performance 9-10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong> (X1)</td>
<td>The introduction is weak, with little effort made to highlight the theme and/or to generate interest and enthusiasm for the topic.</td>
<td>The introduction is adequate and creates a general level of interest.</td>
<td>The introduction is effective, stimulating, and inspires observers to “want more.”</td>
</tr>
<tr>
<td><strong>Body</strong> (X1)</td>
<td>The body of the presentation speech is poorly organized; the content does not properly cover or represent the concepts being presented.</td>
<td>The body of the presentation speech is presented somewhat clearly or effectively and creates an interesting presentation.</td>
<td>The body of the presentation speech is clearly and effectively presented in an exceptionally interesting manner; the presentation is memorable.</td>
</tr>
<tr>
<td><strong>Conclusion</strong> (X1)</td>
<td>The conclusion fails to summarize or clearly clarify the information provided in the presentation.</td>
<td>The conclusion does not fully summarize the content and theme of the presentation.</td>
<td>The conclusion is effective, interesting, and memorable; it fully brings finality to the presentation.</td>
</tr>
</tbody>
</table>

### Stage Presence (30 points)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Minimal performance 1-4 points</th>
<th>Adequate performance 5-8 points</th>
<th>Exemplary performance 9-10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appearance</strong> (X1)</td>
<td>Participant’s appearance is unprofessional, sloppy, and inappropriate.</td>
<td>Participant’s appearance is adequate, appropriate, and somewhat professional.</td>
<td>Participant’s appearance is exceptional, appropriate, and professional.</td>
</tr>
<tr>
<td><strong>Confidence</strong> (X1)</td>
<td>Participant appears nervous during presentation; poor posture, poor eye contact, and lack of confidence are evident.</td>
<td>Participant is generally poised, displays eye contact, and is confident, with little sign of nervousness.</td>
<td>Participant “commands” the room, and is exceptionally poised, confident, and positive.</td>
</tr>
<tr>
<td><strong>Articulation</strong> (X1)</td>
<td>Participant conveys an inconsistent use of proper grammar, word pronunciation, and acceptable pitch and tone.</td>
<td>Participant generally uses proper grammar and pronunciation, and varies the use of tone and pitch.</td>
<td>Smooth and effective articulation, proper grammar, correct pronunciation, and varied tone and pitch are used throughout the speech.</td>
</tr>
</tbody>
</table>

### Organization (40 points)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Minimal performance 1-4 points</th>
<th>Adequate performance 5-8 points</th>
<th>Exemplary performance 9-10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effectiveness and quality of presentation</strong> (X1)</td>
<td>The presentation is poorly prepared, not interesting, and not representative of the stated theme.</td>
<td>The presentation is adequate in most areas, and the observer can generally understand the theme.</td>
<td>The presentation is exceptional and memorable; the observer can easily understand and relate to the theme.</td>
</tr>
</tbody>
</table>
### PREPARED PRESENTATION (continued)

#### Organization (40 points) (continued)

<table>
<thead>
<tr>
<th>Organization</th>
<th>The presentation is difficult to follow or understand.</th>
<th>The presentation is adequately organized and delivered.</th>
<th>The presentation is organized and easy to follow; the delivery is exceptional.</th>
</tr>
</thead>
</table>

**Quality of the slide deck (X1)**

| The presentation slide deck is of minimal quality; slides are unprofessional and/or inappropriate and do not enhance the content of the presentation; the participant does not have the minimum number of slides required. | The presentation slide deck is adequate; the slides generally relate to the theme of the presentation; the participant has used the minimum number of slides required. | The slide deck is exceptional and enhances the theme and content of the presentation without distracting the observers from the overall content of the presentation; the participant exceeds the minimum number of slides required. |

**Use of the slide deck (X1)**

| The participant reads from the slide deck; the use of the slide deck detracts from the overall presentation; the participant struggles with transitions between slides while delivering the presentation. | The participant tends to rely on the slide deck for much of the presentation; the participant adequately handles transitions between slides while delivering the presentation. | The participant effectively uses the slide deck to enhance the overall presentation; transitions between slides are smooth, effective, and well-timed. |

#### Time Deductions

One point per ten-second interval is to be deducted for speaking under the three minutes or over the five minutes allotted for the presentation. The same one point per ten-second interval penalty applies to more than five minutes for set up and three minutes for take down. Presentation time commences when the presenter begins speaking.

<table>
<thead>
<tr>
<th>Total time for presentation</th>
<th>Presentation deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total time for set-up</td>
<td>Set-up deduction</td>
</tr>
<tr>
<td>Total time for take down</td>
<td>Take down deduction</td>
</tr>
</tbody>
</table>

**TOTAL TIME DEDUCTIONS**

Rules violations (a deduction of 20% of the total possible points) must be initialed by the evaluator, coordinator, and manager of the event. Record the deduction in the space to the far right.

**Indicate the rule violated: __________**

(To arrive at TOTAL score, add any subtotals and subtract rules violation points, as necessary. Check your math twice!) **TOTAL (100 points)**

**Comments:**

I certify these results to be true and accurate to the best of my knowledge.

Evaluator

Printed name: ___________________________ Signature: ___________________________