

## PROFESSIONAL PRESENTATION

## ADULT ROOM CONSULTANT

### *Prior to the event*

- Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

### *At the State Leadership Conference*

- Attend room consultant orientation to review specific responsibilities.
- Please place phone in “airplane mode” during competition times.
- Prior to the event, check the room setup and materials. Review room consultant information and organize evaluator materials.
- Serve as doorkeeper for the event and enforce the no spectator policy. (Exception: Media Team may be escorted into events)
- Check off participant names on time schedule following the presentation.
- Collect and review file folder while participants are setting up. Record points on the corresponding point summary form, and confer with the event lead consultant if there are any questions. Once complete, distribute the file folder contents appropriately to the evaluators to review and score.
- Following the participants’ presentations, encourage evaluators to make constructive and thorough comments on the rubrics or provided comment sheets.
- Keep evaluators on schedule and check for blank areas on rubrics.
- Try to “dovetail” time allotment if possible. Collect participant file folder while judges finish from previous presentation.
- Total points on rubrics and point summary form and indicate final rating. Show evaluators final ratings for each participant and have evaluators initial the rubric next to the Total Points box and in the space provided on the point summary form. If ratings are not consistent, remind evaluators that evaluation team is asked to be within a 10-point range. Level 1 cannot be below 60.
- Make sure participants take all materials with them at the end of their presentation.
- Collect and return rubrics and point summary forms to the Lead Consultant as completed.
- At the end of the day complete the volunteer evaluation form and submit to the youth room consultant.
- Collect and return supplies to the Lead Consultant.
- Assist with Recognition Session as needed.

**DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO RECOGNITION SESSION.**

***Prior to the event***

- ❑ Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- ❑ Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

***At the State Leadership Conference***

- ❑ Attend room consultant orientation to review specific responsibilities.
- ❑ Please place phone in “airplane mode” during competition times.
- ❑ Assist adult room consultants as needed.
- ❑ Escort participants to the designated presentation area.
- ❑ Serve as timekeeper for the event.
  - allow 5 minutes to setup; other persons may not assist
  - allow the adult room consultant and evaluators up to 5 minutes to review the participants file folder
  - begin timing as participants begin their oral presentation
  - hold up warning card at 9 minutes (one minute warning)
  - stop participants at 10 minutes
  - ensure that all audio recordings are limited to 1 minute playing time
  - allow 5 minutes for evaluators to interview participants
- ❑ Direct participants outside of the event room after the evaluator questions so evaluators may complete rubrics. Make sure participants take their materials with them.
- ❑ Thank the participants for their work and presentation.
- ❑ Allow evaluators a few minutes to write comments and discuss the entry among themselves before ushering in the next participant.
- ❑ At the end of the day complete the volunteer evaluation form and collect completed evaluations from the evaluators and adult room consultant. Return evaluations to the Lead Consultant with the other competition materials.
- ❑ Thank evaluators at the end of the event.
- ❑ Assist with Recognition Session as needed.

**DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO RECOGNITION SESSION.**

## ***Prior to the event***

- Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

## ***At the State Leadership Conference***

- Please place phone in “airplane mode” during competition times.
- Review the participants file folder and visuals with the adult room consultant 5 minutes prior to the presentation and score the appropriate sections of the rubric.
- Participants may give up to a 10 minute oral presentation of their project to the evaluators.
- Following the oral presentation, evaluators will have 5 minutes to question participants to determine their knowledge of the subject or to ask for clarification.
- Score the entry and discuss in private with the other evaluators on your team.
- Spend a few minutes reviewing strengths and areas for improvement of the presentation. Make written remarks on the rubric or the provided comment sheets.
- Complete the rubric and initial the rubric next to the “Total Score” box at the bottom of the second page.
- Submit the final rubric and any additional comment sheets to the adult room consultant for review.
- Once the adult room consultant has finished reviewing and totaling the participants’ score, double check for accuracy and initial the Point Summary Form where directed.
- At the end of the day complete the volunteer evaluation form and submit to the youth room consultant.
- Thank the room consultants for their assistance and work throughout the day.

**DO NOT INFORM PARTICIPANTS OF THEIR SCORE OR RATING!**



# Professional Presentation



**Professional Presentation**, an *individual or team event*, recognizes participants who make an oral presentation about issues concerning Family and Consumer Sciences and/or related occupations. Participants must prepare a **file folder**, an **oral presentation**, and **visuals**.

## EVENT LEVELS

**Level 1:** through grade 8

**Level 2:** grades 9-10

**Level 3:** grades 11–12

See page 83 for more information on event levels.

## ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for audiovisual presentation, if desired.
3. Chapters with multiple entries in this event must submit different projects for each entry. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference, and must be the work of the participant(s) only.
4. National Leadership Conference participants will view the online orientation video found on the official FCCLA YouTube channel, available in early June. Each entry must complete and submit the required form to the event room consultant at the time of competition. Only one form per entry is required. Contact State Advisers for orientation procedures for competitions prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File Folder, Oral Presentation, Visuals	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	5 minutes	5 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	25 minutes

PRESENTATION ELEMENTS ALLOWED									
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals
■		■	■	■		■	■	■	■

# PROFESSIONAL PRESENTATION


## Procedures and Time Requirements

Each entry will submit a file folder with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
	Room consultants and evaluators will have 5 minutes to preview the file folder before the presentation begins.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants. File folders will be returned to participants at the end of scoring.

## Specifications

### File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (typed or handwritten) in the top left corner with name of event, event level, participant's name(s), and state.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name and title of presentation.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and present the presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>file folder</i> .
Documentation Delivery of Three Prior Professional Presentation to Different Audiences	Document the delivery of no more than three prior Professional Presentations, including date; location; and proof of prior presentation, such as photos, news clippings, and/or thank-you notes.
<i>Works Cited/Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .

### Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should deal with issues related to Family and Consumer Sciences and how these issues can be addressed by FCCLA members. It is not a factual lecture or "how-to" presentation.

Introduction	Use creative methods to capture <i>audience</i> attention.
Relationship to Family and Consumer Sciences and/or Related Careers	Reflect views and knowledge on issues of concern related to areas of Family and Consumer Sciences and/or related careers.
Knowledge of Subject Matter	Present <i>current</i> data and information to support viewpoints and issues of concern.
Methods or Techniques to Address the Issues of Concern	Describe suggested methods or techniques FCCLA members can use to address the issues of concern.
Summary	Summarize major points and/or issues of concern.
Length of Presentation	The presentation should be an appropriate length within the 10-minute timeframe for the information presented.
Organization/Delivery	Deliver oral presentation in an organized, sequential manner as outlined.

## Professional Presentation Specifications (continued)

Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of <i>visuals</i> and notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding subject matter. Questions are asked after the presentation.

### Visuals/Props

*Visuals/props* may include posters, charts, slides, presentation software, puppets, etc. Audio and audiovisual recordings are limited to 1-minute playing time during the presentation.

Effectively Illustrate <i>Content</i>	Support, illustrate, and/or complement <i>content</i> of presentation.
Creativity of <i>Visuals</i>	Use creative methods to illustrate presentation.
Use of <i>Visuals</i>	Presentation aids must be visible to the <i>audience</i> ; neat, legible, and <i>professional</i> ; and use correct grammar and spelling.



# PROFESSIONAL PRESENTATION

## Point Summary Form

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, write "No Show" across the top and return with other forms. Do **NOT** change team or station numbers.
2. Before student presentation, the room consultants must check participants' file folder using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
<b>Registration Packet</b> 0 or 3 points	Picked up by adviser or designated adult during scheduled time No <b>0</b> Yes <b>3</b>		
<b>Event Online Orientation Documentation</b> 0 or 2 points	Official documentation not provided at presentation time or signed by adviser	Official documentation provided at presentation time and signed by adviser	<b>0</b> <b>2</b>
<b>File Folder</b> 0-4 points	<b>0</b> No File Folder presented	<b>1 2 3</b> File Folder presented with incorrect labeling/insufficient materials for evaluators (less than 3 copies of contents) or incomplete content	<b>4</b> File Folder is presented with correct labeling and sufficient evaluators materials • Project ID page • Planning Process Summary • Project Summary Submission Proof • Prior Professional Presentation Documentation • Works Cited
<b>Punctuality</b> 0-1 point	<b>0</b> Participant was late for presentation	<b>1</b> Participant was on time for presentation	

**EVALUATORS' SCORES**

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_  
 Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_  
 Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_  
 Total Score \_\_\_\_\_  
 \_\_\_\_\_ divided by number of evaluators  
 = **AVERAGE EVALUATOR SCORE**  
*Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)*

**ROOM CONSULTANT TOTAL**

(10 points possible)

**AVERAGE EVALUATOR SCORE**

(90 points possible)

**FINAL SCORE**

(Average Evaluator Score plus Room Consultant Total)

**RATING ACHIEVED** (circle one) **Gold:** 90-100 **Silver:** 70-89.99 **Bronze:** 1-69.99

**VERIFICATION OF FINAL SCORE AND RATING** (please initial)

Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_ Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_



## PROFESSIONAL PRESENTATION Rubric

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

FILE FOLDER											Points	
<b>FCCLA Planning Process Summary Page</b> 0-5 points	<b>0</b> Planning Process summary not provided	<b>1</b> Inadequate steps in the Planning Process are presented	<b>2</b> All Planning Process steps are presented but not summarized	<b>3</b> All Planning Process steps are summarized	<b>4</b> Evidence that the Planning Process was utilized to plan project	<b>5</b> The Planning Process is used to plan the project. Each step is fully explained						
<b>Works Cited/ Bibliography</b> 0-3 points	<b>0</b> No resources listed	<b>1</b> Resources are incomplete, not current, or not reliable for project	<b>2</b> Reliable resources but incorrect style ( <i>see style sheet</i> )	<b>3</b> Complete list of current and reliable resources, in MLA or APA style ( <i>see style sheet</i> )								
ORAL PRESENTATION												
<b>Introduction</b> 0-5 points	<b>0</b> No obvious introduction	<b>1</b> Introduction not relevant or appropriate for presentation	<b>2</b> Introduction not effective in capturing attention	<b>3</b> Somewhat creative/attention getting	<b>4</b> Creative introductions	<b>5</b> Introduction captured attention immediately						
<b>Relationship to Family and Consumer Sciences and/or Related Careers</b> 0-10 points	<b>0</b> No evidence of relationship to FCS and/or related careers	<b>1</b> Minimal evidence of relationship to FCS and/or related careers	<b>2</b> Some knowledge of relationship to FCS and/or related careers	<b>3</b> Knowledge of relationship to FCS and/or related careers, but not shared	<b>4</b> Knowledge of relationship to FCS and/or related careers is evident and shared	<b>5</b> Knowledge of relationship to FCS and/or related careers is evident and explained well						
<b>Knowledge of Subject Matter</b> 0-10 points	<b>0</b> Little or no evidence of knowledge	<b>1</b> Minimal evidence of knowledge	<b>2</b> Some evidence of knowledge	<b>3</b> Knowledge of subject matter is evident but not effectively used in presentation	<b>4</b> Knowledge of subject matter is evident and shared at times in the presentation	<b>5</b> Knowledge of subject matter is evident and incorporated throughout the presentation						
<b>Methods or Techniques to Address the Issues of Concern</b> 0-10 points	<b>0</b> Did not mention any methods of techniques	<b>1</b> Methods and techniques were given, but not explained	<b>2</b> Methods and techniques were given, but not clearly explained	<b>3</b> Issues were examined with some methods and techniques to solve concerns	<b>4</b> Methods and techniques were given and thoroughly explained in which one imagines consequences, conceptualizes alternatives, and empathizes	<b>5</b> Multiple strategies are examined. Critical thinking is used to focus on deciding what to believe or do						
<b>Summary</b> 0-5 points	<b>0</b> Not provided	<b>1</b> Poor summary with weak conclusion	<b>2</b> Provided a summary but concluding statement could be stronger	<b>3</b> Excellent summary with strong concluding statement								
<b>Length of Presentation</b> 0-3 points	<b>0</b> Did not speak	<b>1</b> Spoke very briefly or was stopped	<b>2</b> Spoke an appropriate length but could have expanded more on presentation	<b>3</b> The presentation was within 10 minutes and all information was covered for an appropriate length of time								
<b>Organization/ Delivery</b> 0 – 10 points	<b>0</b> Presentation is not done or presented briefly and does not cover components of the project	<b>1</b> Presentation covers some topic elements	<b>2</b> Presentation covers all topic elements but with minimal information	<b>3</b> Presentation gives complete information but does not explain the project well	<b>4</b> Presentation covers information completely but does not flow well	<b>5</b> Presentation covers all relevant information with a seamless and logical delivery						
<b>Voice – pitch, tempo, volume</b> 0-3 points	<b>0</b> Voice qualities not used effectively	<b>1</b> Voice quality is adequate	<b>2</b> Voice quality is good, but could improve	<b>3</b> Voice quality is outstanding and pleasing								



## Professional Presentation Rubric (continued)

							Points
<b>Body Language/ Clothing Choice</b> 0-3 points	<b>0</b> Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing	<b>1</b> Gestures, posture, mannerisms and eye contact is inconsistent/clothing is appropriate	<b>2</b> Gestures, posture, mannerisms, eye contact, and clothing are appropriate	<b>3</b> Gestures, posture, mannerisms, eye contact, and clothing enhance presentation			
<b>Grammar/Word Usage/ Pronunciation</b> 0-3 points	<b>0</b> Extensive (more than 5) grammatical and pronunciation errors	<b>1</b> Some (3-5) grammatical and pronunciation errors	<b>2</b> Few (1-2) grammatical and pronunciation errors	<b>3</b> Presentation has no grammatical or pronunciation errors			
<b>Responses to Evaluators' Questions</b> 0-5 points	<b>0</b> Did not answer evaluators' questions	<b>1</b> Unable to answer some questions	<b>2</b> Responded to all questions but without ease or accuracy	<b>3</b> Responded adequately to all questions	<b>4</b> Gave appropriate responses to evaluators' questions	<b>5</b> Responses to questions were appropriate and given without hesitation	
<b>VISUALS/PROPS</b>							
<b>Effectively Illustrate Content</b> 0-5 points	<b>0</b> Visuals not provided	<b>1</b> Visuals are weak in supporting the presentation	<b>2</b> Visuals support the presentation but do not complement the content	<b>3</b> Visuals support the presentation but do not complement the content	<b>4</b> Visuals support the presentation but do not complement the content	<b>5</b> Visuals support and complement the presentation	
<b>Creativity of Visuals to Enhance Presentation</b> 0-5 points	<b>0</b> Visuals not used during presentation	<b>1</b> Visuals not original, lacking appeal or creativity	<b>2</b> Visuals not original, lacking appeal or creativity	<b>3</b> Somewhat creative, original and appealing	<b>4</b> Somewhat creative, original and appealing	<b>5</b> Highly original, very appealing, and creative	
<b>Use of Visuals during Presentation</b> 0-5 points	<b>0</b> Visuals not used during presentation	<b>1</b> Visuals used to limit amount of speaking time	<b>2</b> Visuals used minimally during presentation	<b>3</b> Visuals incorporated throughout presentation	<b>4</b> Visuals used effectively throughout presentation	<b>5</b> Presentation moves seamlessly between oral presentation and visuals	

Evaluator's Comments – include two things done well and two opportunities for improvement:

TOTAL  
(90 points possible)

Evaluator # \_\_\_\_\_

Evaluation Initial \_\_\_\_\_

Room Consultant Initial \_\_\_\_\_