



# PREPARED PRESENTATION

A slide is a single page of a presentation. Collectively, a group of slides may be known as a slide deck or a slide show. In today's digital age, a slide most commonly refers to a single page developed using a presentation program, such as Microsoft PowerPoint or Apple Keynote. A slide deck would be multiple slides created for a presentation.

## OVERVIEW

Participants have the opportunity to develop and deliver an oral presentation using a digital slide deck on an assigned topic provided on-site.

## 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 a presentation, participants must have all devices ready to exit the room within three (3) minutes.
- E. A time deduction (noted in the rubric) will be incurred for not adhering to any time designations/restrictions.
- F. The semifinalist LEAP interview will take place immediately following each semifinalist presentation and will last a maximum of five (5) minutes.

## LEAP LEADERSHIP RESUME/INTERVIEW

An Individual LEAP Leadership Resume is required for this event and must be submitted at event check-in. Semifinalists will respond to interview questions related to their submitted LEAP Resume for a maximum of five (5) minutes.


## ATTIRE

Competition attire, as described in the [National TSA Dress Code](#) section of this guide, 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 and submit a LEAP Leadership Resume.
- B. Participants report to the designated area to receive the assigned topic for the presentation. The assigned topic will be given to the participants at one (1) hour intervals based on the participants' presentation time.
- C. Participants report to the holding area, as stated in the conference program, fifteen (15) minutes prior to the assigned presentation time.
- D. 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.
- E. 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.
- F. A semifinalist list in random order is posted.
- G. Semifinalists report to the event area at the time and place stated in the conference program. Each semifinalist will sign up for a presentation time.
- H. Semifinalists will present on the same topic as in the preliminary round and will follow the same presentation guidelines as above.
- I. The semifinalist LEAP interview will take place immediately following each semifinalist presentation and will last a maximum of five (5) minutes.

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

 Tips for success from past top placers include these:

- Use eye contact, gestures, and a comfortable and clear speaking style to enhance the presentation.
- Be creative with fresh, unique ideas.



 Read the General Rules and Regulations section in the front of this guide for information that applies to all of TSA's competitive events.

## REGULATIONS

- A. Each presentation must be the result of the participant's own efforts.
- B. The topic for the Prepared Presentation event is given to participants twenty-four (24) hours prior to their presentation time.
- C. The presentation must include the use of a digital 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 laptop computer and projector. If a participant is using equipment that requires electricity, s/he must bring a 25' extension cord.
- 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.
- I. **Participants will not be permitted to compete without an electronic device for presentation.**
- J. LEAP Leadership Resume (see Forms Appendix or TSA website)/Interview — Students document, in the LEAP leadership resume (see resume template), the leadership skills that they have developed and demonstrated while working on this event. Semifinalists will respond to questions about the content of their resume as part of their LEAP interview. The LEAP Leadership Resume/Interview guidelines and other resources can be found on the [TSA website](#).

## EVALUATION

Evaluation is based upon the quality of the presentation, appropriate use of a slide deck, and LEAP requirements. Please refer to the official rating form for more information.



## 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

## 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 Career Clusters* chart and the *TSA Competitions and The 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 preliminary round of presentations, two (2) or more per heat/event room
- C. Evaluators for the semifinalist round of presentations, two (2) or more, preferably those who did NOT judge the initial round
- D. Timekeeper, one (1) per heat/event room for the preliminary round and one (1) for the semifinalist round

### MATERIALS

- A. Coordinator's packet, containing:
  - 1. Event guidelines, one (1) copy for the coordinator and for each evaluator
  - 2. TSA Event Coordinator Report
  - 3. List of evaluators/assistants
  - 4. Pre-populated flash drives for evaluators
  - 5. Stopwatch, one (1) per event room
  - 6. Results envelope
  - 7. Envelope for LEAP Leadership Resumes
  - 8. LEAP Interview Judging Protocol
- B. Prepared sign-up list indicating ten (10)-minute intervals for each preliminary heat to accommodate all registered participants
- C. Prepared sign-up list indicating fifteen (15)-minute intervals for the semi-finalist round
- D. Assigned theme (to be distributed twenty-four [24] hours before the assigned presentation time), one (1) copy per participant and evaluator
- E. Tables and chairs for two (2) evaluators and one (1) timekeeper per heat/event room
- F. Chairs for audience for semifinalist round
- G. Table for participant use, approximately 6' long, one (1) per heat/event room
- H. Projection screen, one (1) per heat/event room
- I. Podium, one (1) per heat/event room

## RESPONSIBILITIES

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's packet. 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 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.
- 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. Collect LEAP Leadership Resumes from students during the initial event time sign-ups at the time and place stated in the conference program. Participants who do not submit the required individual resume are not permitted to compete.
- F. Participants will sign up for heats according to the time provided in the conference program. Participants who do not report to sign up for heats may be disqualified. Any exceptions must be approved by the CRC.
- G. Participants will report to the designated time and place stated in the conference program to receive the topic for presentation. Topics will be given to participants twenty-four (24) hours prior to presentation times. It is the participant's responsibility to report to the assigned location to receive the topic.
- H. 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 each participant by entry number only. No nametags that give any indication of the hometown, school, or chapter are allowed.
- I. Approximately every ten (10) minutes, the coordinator or designated assistant sends a participant to the event coordinator or assistant in the event room.



- J. The participant is allowed three (3) minutes to remove all equipment.
- K. Following the last participant's presentation, the evaluators determine the twelve (12) semifinalists, making adjustments for time penalties.
- L. Submit semifinalist results to the CRC for posting.
- M. Repeat the presentation process above for scoring the semifinalist round. Include an additional five (5) minutes per time slot (semifinalist round only) to allow for each semifinalist to participate in the semifinalist LEAP interview immediately following their semifinalist presentation.
- N. Evaluators determine the ten (10) finalists and their ranking, and discuss and break any ties.
- O. Review and submit the finalist results and all items/forms in the results envelope to the CRC room.
- P. If necessary, manage security and the removal of materials from the event area.



Participant/Team ID# \_\_\_\_\_

# PREPARED PRESENTATION

2017 & 2018 OFFICIAL RATING FORM

HIGH SCHOOL

## Go/No Go Specifications

Before judging the entry, ensure that the items below are present; indicate presence with a check mark in the box. If an item is missing, leave the box blank and place a check mark in the box labeled ENTRY NOT EVALUATED. If a check mark is placed in the ENTRY NOT EVALUATED box, the entry is not to be judged.

- A slide deck is present.
- Items required to execute the slide deck are present.
- Completed LEAP Leadership Resume is present.
- ENTRY NOT EVALUATED

## Content (30 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Evaluators: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline, record the scores earned for the event criteria in the column spaces to the right. The X1 or X2 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.			
<b>Introduction</b> (X1)	The introduction is weak, with little effort made to highlight and/or generate interest and enthusiasm for the topic.	The introduction is adequate and creates a general level of interest.	The introduction is effective, stimulating, and inspires observers.
<b>Body</b> (X1)	The body of the presentation is poorly organized; the content does not properly cover or represent the topic theme.	The body of the presentation is somewhat clear and effective and creates an interesting premise.	The body of the presentation speech is clear, effective, and delivered in an exceptionally interesting manner; the presentation is memorable.
<b>Conclusion</b> (X1)	The conclusion fails to summarize or clarify the information provided in the presentation.	The conclusion adequately summarizes the content and theme of the presentation topic.	The conclusion is effective, interesting, and memorable; it fully brings finality to the presentation.
<b>SUBTOTAL (30 points)</b>			

Record scores in the column spaces below.

## Stage Presence (30 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>Appearance</b> (X1)	Participant's appearance is unprofessional, sloppy, and inappropriate.	Participant's appearance is adequate, appropriate, and somewhat professional.	Participant's appearance is exceptional, appropriate, and professional.
<b>Confidence</b> (X1)	Participant appears nervous during presentation; poor posture, poor eye contact, and lack of confidence are evident.	Participant is generally poised, displays eye contact, and is confident, with little sign of nervousness.	Participant "commands" the room, and is exceptionally poised, confident, and positive.
<b>Articulation</b> (X1)	Participant conveys an inconsistent use of proper grammar, word pronunciation, and acceptable pitch and tone.	Participant generally uses proper grammar and pronunciation, and varies the use of tone and pitch.	Smooth and effective articulation, proper grammar, correct pronunciation, and varied tone and pitch are used throughout the speech.
<b>SUBTOTAL (30 points)</b>			





Organization (40 points)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>Effectiveness and quality of presentation</b> (X1)	The presentation is poorly prepared, not interesting, and not representative of the stated theme.	The presentation is adequate, and the observer can generally understand the theme.	The presentation is exceptional and memorable; the observer can easily understand and relate to the theme.
<b>Organization</b> (X1)	The presentation is difficult to follow or understand.	The presentation is adequately organized and delivered.	The presentation is organized and easy to follow; the delivery is exceptional.
<b>Quality of the slide deck</b> (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.
<b>Use of the slide deck</b> (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.
			<b>SUBTOTAL (40 points)</b>

Time Deductions			
One (1) point per ten (10)-second interval is to be deducted for speaking under the three (3) minutes or over the five (5) minutes allotted for the presentation. The same one (1)-point per ten (10)-second interval penalty applies to more than five (5) minutes for set up and three (3) minutes for take down. Presentation time commences when the presenter begins speaking.			
<b>Total time for presentation</b>		<b>Presentation deduction</b>	
<b>Total time for set-up</b>		<b>Set-up deduction</b>	
<b>Total time for take down</b>		<b>Take down deduction</b>	
			<b>TOTAL TIME DEDUCTIONS</b>

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

Indicate the rule violated: \_\_\_\_\_



Semifinalist LEAP Interview (20 points)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>LEAP Leadership Resume/Interview</b> See Regulation J and instructions on TSA website (X2)	The individual's efforts are not clearly communicated, lack detail, and/or are unconvincing. Few, if any, attempts are made to identify and/or incorporate the LEAP Be. Know. Do. criteria.	The individual's efforts are adequately communicated, include some detail, are clear, and/or are generally convincing. Identification and/or incorporation of the LEAP Be. Know. Do. criteria is adequate.	The individual's efforts are clearly communicated, fully-detailed, and convincing. Identification and/or incorporation of the LEAP Be. Know. Do. criteria is excellent.
			<b>SUBTOTAL (20 points)</b>

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

Indicate the rule violated: \_\_\_\_\_

(To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.) **TOTAL (120 points)**

Comments:

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

Evaluator

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_