

# 2023-24 Competitive Events Guidelines

## Business Communication (Collegiate)



Business Communication provides members with the opportunity to demonstrate knowledge around competencies in communication. This competitive event consists of a production test.

### Event Overview

**Division:** Collegiate

**Event Type:** Individual

**Event Category:** Production

**Event Elements:** Production Test

**Production Test Time:** 1 hour

**NACE Connections:** Career & Self-Development

**Equipment Competitor Must Provide:** Computer for Production Test

**Equipment FBLA Provides:** Production Test Tasks

### Production Test Competencies

- Mechanics of Appropriate Business English
- Format and Appropriateness of Business Messages
- Format and Style Differences with International Communications
- Listening, Oral, and Nonverbal Concepts
- Communication Techniques

### State

The State Leadership Conference has limitations on the number of competitive events a member may enter and compete in. Limited to a maximum of three (3) competitive events in total which may include:

- Limited to a maximum of two (2) National Qualifying Events
- Limited to a maximum of three (3) Objective Test Events

In order to be eligible to register for the State Leadership Conference, members must be registered and paid in FBLA Connect. Members will auto-populate in the chapter list of eligible attendees. Paid membership records auto-sync from FBLA Connect to the Blue Panda Conference Management System within 5 minutes.

Chapter advisers, parents, alumni, local administrators, teacher educators or other interested individuals are eligible to attend the State Leadership Conference. Every event attendee at the State Leadership Conference MUST be registered and paid by the registration deadline.

Production testing is completed on the first day of the State Leadership Conference in person. Chapters are asked to bring their own computers for online testing of all production tests. Production testing will be conducted on using office software like Microsoft Office or Google. Iowa FBLA does not provide technical support during the conference for school or personal devices.

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Iowa FBLA follows National FBLA rules for Event Administration (see below) unless a change is noted, otherwise.

### National

#### *Policy and Procedures Manual*

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on [www.fbla.org](http://www.fbla.org).

#### *Eligibility*

- FBLA membership dues are paid by 11:59 pm Eastern Time on April 15<sup>th</sup> of the current program year.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel to be eligible to compete.
- Each state may submit four entries per event.
- Each member can compete in up to two individual/team events and one chapter event (Community Service Project or State of Chapter Presentation).
- Picture identification (physical or digital driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a production time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed. Some competitive events start prior to the Opening Session of the NLC.

#### *Recognition*

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

#### *Event Administration*

- This event has one part: Production Test
- Production Test
  - The production test is administered and proctored by an adult onsite at the NLC.
  - The production test is a set of tasks based on the competencies for the competitor to complete.
  - The Format Guide, found on the Competitive Events website ([www.fbla.org](http://www.fbla.org)) can be used for the production test.

#### *Scoring*

- The rating sheet will be released with the production test.
- The production test score will determine winners.
- Judges must break ties. All judges' decisions are final.

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### *Americans with Disabilities Act (ADA)*

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

### *Penalty Points*

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

### *Electronic Devices*

- All electronic devices such as cell phones and smart watches must be turned off before competition begins.