

# 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

Check with your State Leader for state-specific competition information.

### 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

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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.

### *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.