



EXTEMPORANEOUS WRITING

(revised 8/8/2005)

Purpose

To evaluate each contestant's ability to develop a written essay that will convey an original public relations message about SkillsUSA Virginia to the general public.

First, refer to General Regulations.

Eligibility

Open to active SkillsUSA Virginia members

Observer Rule

No observers will be permitted to view the contest in progress. The essays may be viewed on the day of the Skill Competitions contests after final judging is completed.

Pickup of Entries

Extemporaneous Writing entries must be picked up by 2 pm on Saturday of the State Leadership Conference.

Equipment and Materials

1. Supplied by SkillsUSA Virginia

- a. Five copies of regulations
- b. Five copies of rating sheets
- c. One copy of form to report results
- d. Four sets of contestant identification letters
- e. Four 6' tables
- f. Fifteen chairs
- g. One room for fifteen people

2. Supplied by technical committee:

- a. One chairman
- b. Three judges
- c. Fifteen note cards containing selected topic
- d. Twenty-five pencils
- e. Fifteen pads of white ruled paper

3. Supplied by host:

- a. One room to display the completed essays (can be same room as Club Scrapbook, Occupational Health and Safety, Occupational Scrapbook, Outstanding Club, and Student of the Year--Notebook)

4. Supplied by contestant:

- a. One copy of each of the following reference materials: a dictionary, SkillsUSA Leadership Handbook, Revised, a book of quotations, and a thesaurus
- b. **One page personal resume' to be handed in at the beginning of the contest.**

Scope of the Contest

1. The title of the Extemporaneous Writing essay will be based on material contained in the SKILLSUSA Leadership - Handbook , Revised.
2. There shall be a minimum of 300 words and a maximum of 500 words in the body of the essay.
3. The essay will be handwritten on only one side of 8 1 / 2" x 11 " white ruled paper.
4. The name and school of the contestant shall be omitted from the body of the essay.
5. A maximum of three hours will be allotted for the completion of the essay.
6. Failure to comply with requirements 2, 3, and 4 listed above will result in a ten-point penalty for each rule violation.

Extemporaneous Writing Rating Sheet

ITEMS EVALUATED	POSSIBLE POINTS
1. ONE PAGE PERSONAL RESUME'	10
1. <u>ORGANIZATIONAL SKILLS</u>	
a. Sentence and Paragraph Structure	15
b. Punctuation	5
c. Spelling	5
d. Neatness	5
11. <u>STYLISTIC QUALITY</u>	
a. Clarity	20
b. Originality	20
c. Public Relations Value	30
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SUBTOTAL	110
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Penalty	
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TOTAL POINTS	