



Future Business Leaders of America

COMPETITIVE EVENTS 101

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HOW TO USE THIS GUIDE

FBLA's competitive events allow students to explore different careers, build critical skills, and earn awards and recognition! This guide will cover various competitive event categories, with specialized tips to help you ace your event.

Additionally, we have organized the events into various skill clusters. So, whether you're interested in computer science or finance, there are events you will love! All of this is just a preview for the in-depth Event Guide that will be released later this month.

At the end of this guide, we have compiled some resources for various testing events to assist you in event preparation. As you begin your studying, we hope these resources will come in handy. But if they aren't enough, don't worry! We will be releasing even more resources later this year through a new Competitive Event Resource Database!

Before you explore this guide, we want to leave you with one final message: you got this. Often, competing against thousands of other students may seem daunting. But, as long as you prepare, practice, and give it your best, you will go far in FBLA. Step outside your comfort zone, explore different events, and expand your understanding of various career fields. You got this!

Sincerely,

Your Washington FBLA Resources Program of Work Committee



COMPETITIVE EVENT CATEGORIES

Competitive events can be broken down into five main categories:

- Objective Tests
- Production Tests
- Role Play Events
- Presentation Events
- Chapter Events

Each of these event types have different formats and require different skillsets, giving FBLA members of all types an opportunity to practice their skills.

Objective Tests

Objective tests are 100 question multiple choice tests that are completed through an online testing platform. Competitors will have 50 minutes to complete the test. Here are some tips to ace your event:

MAKE THE MOST OF YOUR TIME

The speed you take your test is only utilized when there is a tie (very rare). Therefore, it is in your best interest to fully utilize your time (50 mins) to double check your answer and ensure you answer as many questions correctly as possible.

UTILIZE YOUR RESOURCES

Many objective tests connect to topics that are taught in schools. For example, with events such as Accounting 1 and 2, you could reach out to your accounting teacher and ask them for support or resources you can use to study.

ANSWER ALL THE QUESTIONS

For all objective tests, incorrect answers will not dock you points. Even if you don't necessarily know the answer, use the process of elimination to narrow down your options and give it your best guess!

TAKE PRACTICE TESTS

We will be continually providing you with resources throughout the year. Furthermore, there are many quizlets and practice tests online. Simply search your "FBLA event name practice" and browse your options.

Presentation Events

Presentation events, such as Public Speaking, are great for students who enjoy speaking to judges, and like having a predetermined topic or theme. They can be individual or even team events. They involve presenting premade speeches, projects and/or presentations, often including a brief Q&A at the end. Here are some tips to ace your event:

PRACTICE MAKES PERFECT

For presentation events, practicing over and over again is your best friend. You will be graded on your eye contact, projection, and other important public speaking skills, so be sure to practice in front of other people who can help give you feedback and advice. Furthermore, even if you have your presentation memorized, it is important to practice recovering from potential small slip ups.

PREPARE FOR QUESTIONS

If your presentation event includes a Q&A at the end, have a friend to practice with who is good at giving you difficult questions. Prepare answers to questions that may come up, but also gain practice answering completely unexpected questions with confidence.

EXAMINE THE RUBRIC

Each presentation event has its own rubric that the judge will grade you on. Familiarize yourself with that rubric, understand what to do and what not to do in your presentation, and build your presentation around that.

STAY IN THE TIME LIMIT

Each presentation event has a time limit, and if you exceed your time limit or go under your time limit, you will be docked points. Going within your time limit is one of the easiest ways to earn points, so be sure to do so!

Production Tests

Production Tests are two part events: a regular objective test and a timed production test.

For the timed production test, competitors will have one or two hours, depending on the event, to demonstrate their knowledge through navigation, manipulation, and/or creation of different online applications or media.

PRACTICE, PRACTICE, PRACTICE

With production tests it is incredibly important to be completely familiar with the tools you will be using in your test. You don't want to be caught off guard because you forgot how to do a certain thing! Make sure you have practiced enough that you know all parts of the subject of your test.

FOCUS ON PACING

Pace yourself faster than you think you need to. The time will often pass by incredibly quickly, so it is better to try to get as much done as possible and go back to make improvements later. Take note of your pacing each time you compete and use your experiences to help you determine your own ideal pace for future production tests.

TAKE CLASSES

Taking classes related to the subject of your event is one of the best ways to prepare for your event. If your school doesn't offer any applicable courses consider looking online for virtual courses or video tutorials.

Role Play Events

If you are quick thinking and ready to speak on the go, consider competing in a roleplay event. For these types of events, members will be given a performance scenario or topic right before competing. Students will then be given two notecards and have a limited amount of time to prepare to act out the scenario with a judge.

Roleplay events usually consist of an objective test and a separate roleplay presentation.

BE CONFIDENT

For roleplay events, when you are given an unfamiliar topic, it can be daunting. But, as the saying goes, fake it till you make it. Even if you don't entirely know the answer, pretend to know and give it your best shot!

SIMILAR TO A PRESENTATION EVENT

Remember that in essence role play events are very similar to presentation events, you just get less time to prepare for role play events! While you may not know your exact prompt beforehand, all the same tips for presentation events apply for role play events. However, focus more on reacting to a broad range of prompts within a subject, instead of preparing one specific presentation.



Chapter Events

Chapter projects include events such as Community Service Project and American Enterprise Project. These projects take a large amount of time to finish, so planning ahead is critical!

Here are some tips to ace these events:

MAKE A PLAN

Because of how large these projects are, it is vital that you plan ahead with your chapter/team and create a plan of action for the upcoming year.

FOLLOW THE GUIDELINES

Chapter events consist of a lot of different parts, each with their own sets of guidelines. Make sure to constantly reference these as your progress through your preparation.

IT IS STILL A PRESENTATION

Once again, remember that even though the format may seem slightly different, you are still presenting to judges, and therefore must focus on practicing your presentation skills.

WRITTEN REPORTS

All of the chapter events, along with Business Plan and Business Ethics, require a written report to be submitted for pre-judging. The report has its own rating sheet that competitors should familiarize themselves with.

Make sure to plan ahead and work through the report as you progress through event preparation as a whole.

EVENT SUB-CATEGORIES

Interviews

Interview events include Job Interview and Future Business Leader. For these interview events, you will be interviewed by judges who will ask you questions that you would be asked while interviewing for a job. This event is fantastic for those who want to get better at interviews. Here are some tips to help you ace your interview:

CONFIDENCE IS KEY

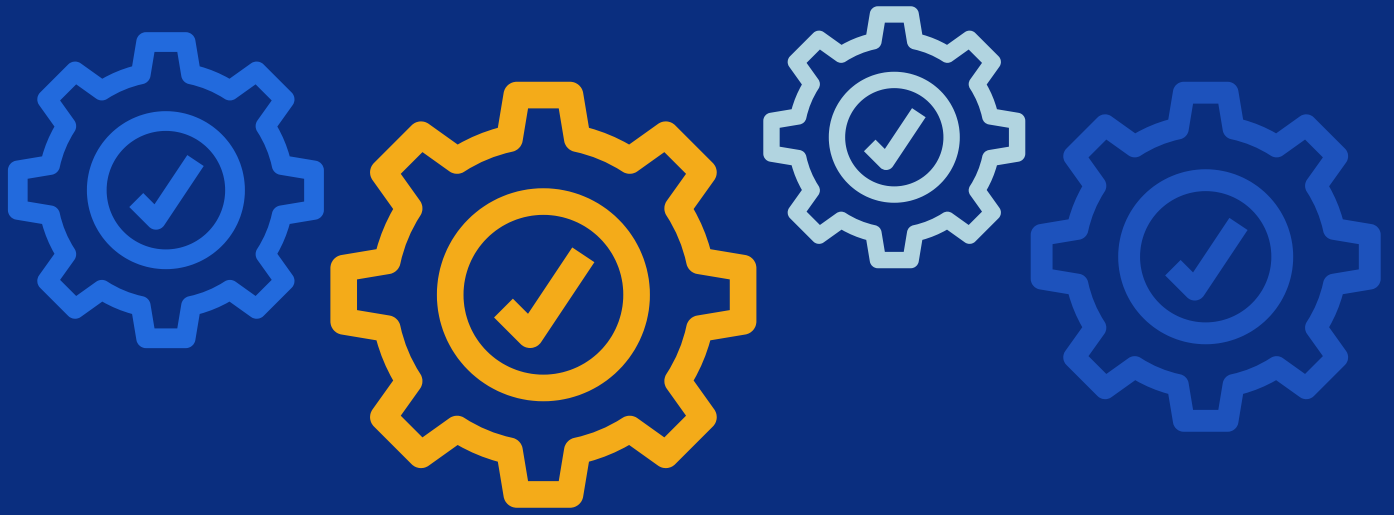
Make sure you speak with confidence, maintain eye contact with your judges, and use effective hand gestures.

PRACTICE

A fantastic way to prepare for interviews is by practicing interview questions beforehand. Common interview questions can be easily found online, and by practicing these interview questions, you will prepare yourself for the actual interview later on

Introduction Events

Introduction events cover a multitude of event types and interests, but are all introductory versions of regular high school events. Introduction events are only open for freshman and sophomores, meaning the competition can be slightly less intense. These events are a great way for new members to familiarize themselves with competing and discover their passions.



SKILL CLUSTERS

Every FBLA member will have their own unique skillsets and interests, and it is important to use those to help pick your competitive events. We have categorized every high school competitive event into different groups depending on its corresponding area of interest.

To avoid confusion, although events can fit into more than one groups, each event is only listed once.

On October 15th we will release a “Choose Your Competitive Events” Resource with much more in depth categorization, so keep an eye out for that!

SKILL CLUSTERS

Area of Interest	Event	Event Category
Computer Science & Technology	Coding & Programming	Presentation
	Computer Applications	Production
	Computer Game & Simulation Programming	Presentation
	Computer Problem Solving	Objective Test
	Cyber Security	Objective Test
	Database Design & Applications	Production
	Introduction to Information Technology	Objective Test
	Introduction to Programming	Presentation
	Management Information Systems	Role Play
	Mobile Application Development	Presentation
	Network Design	Role Play
	Networking Infrastructures	Objective Test
	Spreadsheet Applications	Production
	UX Design	Objective Test
	Website Coding & Development	Presentation
	Website Design	Presentation
	Word Processing	Production

SKILL CLUSTERS

Area of Interest	Event	Event Category
Finance	Accounting 1	Objective Test
	Accounting 2	Objective Test
	Banking & Financial Systems	Role Play
	Business Calculations	Objective Test
	Data Analysis	Presentation
	Economics	Objective Test
	Financial Statement Analysis	Presentation
	Introduction to Financial Math	Objective Test
	Personal Finance	Objective Test
	Securities & Investments	Objective Test
Life Skills	Business Communication	Objective Test
	Impromptu Speaking	Presentation
	Introduction to Business Communication	Objective Test
	Job Interview	Presentation

SKILL CLUSTERS

Area of Interest	Event	Event Category
Management & Leadership	Agribusiness	Objective Test
	Business Management	Role Play
	Entrepreneurship	Role Play
	Healthcare Administration	Objective Test
	Human Resource Management	Objective Test
	Insurance & Risk Management	Objective Test
	International Business	Role Play
	Introduction to Business Concepts	Objective Test
	Introduction to Business Procedures	Objective Test
	Organizational Leadership	Objective Test
	Sports & Entertainment Management	Role Play
	Supply Chain Management	Objective Test

Area of Interest	Event	Event Category
Media & Entertainment	Broadcast Journalism	Presentation
	Digital Animation	Presentation
	Digital Video Production	Presentation
	Graphic Design	Presentation
	Introduction to Social Media Strategy	Presentation
	Journalism	Objective Test
	Public Service Announcement	Presentation
	Social Media Strategies	Presentation
	Visual Design	Presentation
Oration	American Enterprise Project	Chapter Event
	Business Ethics	Presentation
	Business Plan	Presentation
	Electronic Career Portfolio	Presentation
	Introduction to Business Presentation	Presentation
	Introduction to Public Speaking	Presentation
	Local Chapter Annual Business Report	Chapter Event
	Partnership with Business Project	Chapter Event
	Public Speaking	Presentation
	Sales Presentation	Presentation

SKILL CLUSTERS

Area of Interest	Event	Event Category
Service & Hospitality	Client Service	Role Play
	Community Service Project	Chapter Event
	Future Business Educator	Presentation
	Help Desk	Role Play
	Hospitality & Event Management	Role Play
	Introduction to Event Planning	Role Play
And Beyond!	Advertising	Objective Test
	Business Law	Objective Test
	Future Business Leader	Presentation
	Introduction to FBLA	Objective Test
	Introduction to Marketing Concepts	Objective Test
	Introduction to Parliamentary Procedure	Objective Test
	Marketing	Role Play
	Parliamentary Procedure	Role Play
	Public Policy & Advocacy	Objective Test



STUDY RESOURCES

Links to the national competitive event guidelines and rating sheets, as well as objective test practice Quizlets, to support members in their competitive events. More resources will be provided for WA FBLA members as the year progresses!

STUDY RESOURCES

National Resources:

- [Competitive Event Guidelines & Rating Sheets](#)
 - Here you will find in depth information on every event, making it an amazing resource once you have decided what events to compete in

Accounting 1:

- [Quizlet - 226 terms](#)
- [Quizlet - 140 terms](#)

Accounting 2:

- [Quizlet - 170 terms](#)

Advertising:

- [Quizlet - 244 terms](#)
- [Quizlet - 128 terms](#)
- [Quizlet - 38 terms](#)

Agribusiness:

- [Quizlet - 625 terms](#)
- [Quizlet - 94 terms](#)

Business Calculations:

- [Quizlet - 100 terms](#)
- [Quizlet - 57 terms](#)
- [Quizlet - 25 terms](#)

Business Communication:

- [Quizlet - 76 terms](#)
- [Quizlet - 37 terms](#)

Business Law:

- [Quizlet - 270 terms](#)
- [Quizlet - 179 terms](#)
- [Quizlet - 60 terms](#)

Computer Problem Solving:

- [Quizlet - 150 terms](#)

Cyber Security:

- [Quizlet - 100 terms](#)
- [Quizlet - 82 terms](#)

Economics:

- [Quizlet - 141 terms](#)

Healthcare Administration:

- [Quizlet - 164 terms](#)
- [Quizlet - 72 terms](#)
- [Quizlet - 65 terms](#)

Human Resource Management:

- [Quizlet - 313 terms](#)
- [Quizlet - 99 terms](#)

STUDY RESOURCES

Insurance & Risk Management:

- [Quizlet - 446 terms](#)
- [Quizlet - 304 terms](#)
- [Quizlet - 72 terms](#)

Introduction to Business Communication:

- [Quizlet - 190 terms](#)
- [Quizlet - 100 terms](#)

Introduction to Business Concepts:

- [Quizlet - 241 terms](#)

Introduction to Business Procedures:

- [Quizlet - 578 terms](#)
- [Quizlet - 40 terms](#)

Introduction to FBLA:

- [Quizlet - 171 terms](#)

Introduction to Financial Math:

- [Quizlet - 140 terms](#)
- [Quizlet - 41 terms](#)

Introduction to Information Technology:

- [Quizlet - 124 terms](#)
- [Quizlet - 68 terms](#)

Introduction to Marketing Concepts:

- [Quizlet - 50 terms](#)

Introduction to Parliamentary Procedure:

- [Quizlet - 145 terms](#)

Journalism:

- [Quizlet - 299 terms](#)
- [Quizlet - 93 terms](#)

Networking Infrastructures

- [Quizlet - 148 terms](#)

Organizational Leadership

- [Quizlet - 200 terms](#)
- [Quizlet - 84 terms](#)
- [Quizlet - 67 terms](#)

Personal Finance:

- [Quizlet - 220 terms](#)
- [Quizlet - 84 terms](#)
- [Quizlet - 61 terms](#)

Public Policy & Advocacy:

- [Quizlet - 168 terms](#)
- [Quizlet - 103 terms](#)
- [Quizlet - 100 terms](#)

Securities & Investments:

- [Quizlet - 245 terms](#)
- [Quizlet - 53 terms](#)

Supply Chain Management:

- [Quizlet - 121 terms](#)
- [Quizlet - 94 terms](#)
- [Quizlet - 87 terms](#)

UX Design:

- [Quizlet - 263 terms](#)
- [Quizlet - 106 terms](#)

CONTACT PAGE

State Officer Emails

Name	Position	Email
Joanne Lin	President	president@wafbla.org
Samara Wijesekera	Executive VP	executivevp@wafbla.org
Preeti Maroju	Secretary	secretary@wafbla.org
Katie Duong	Public Relations	publicrelations@wafbla.org
Kennady Slater	Middle School VP	middleschoolvp@wafbla.org
Michelle Li	Parliamentarian	parliamentarian@wafbla.org
Finn Mosher	Industry Relations VP	industryvp@wafbla.org
Aubrey Hegner	Capital VP	capitalvp@wafbla.org
Micah Sandberg	North Central VP	northcentralvp@wafbla.org
Alex Swenson	Northeast VP	northeastvp@wafbla.org
Hunter Sparrow	Northwest VP	northwestvp@wafblaorg
Irene Lee	Puget Sound VP	pugetsoundvp@wafbla.org
Kai Lincoln	Southeast VP	southeastvp@wafbla.org
Jeffrey Anton	Southwest VP	southwestvp@wafbla.org
Advaith Vijayakumar	West Central VP	westcentralvp@wafbla.org

CONTACT PAGE

Region Instagram Accounts

Region	Instagram Username
Capital	@capital.wafbla
North Central	@northcentral.wafbla
Northeast	@northeast.wafbla
Northwest	@northwest.wafbla
Puget Sound	@pugetsound.wafbla
Southeast	@southeast.wafbla
Southwest	@southwest.wafbla
West Central	@westcentral.wafbla

WASHINGTON FBLA

Instagram: @wafbla
Facebook: Washington State FBLA
Twitter: @wafbla

NATIONAL FBLA

Instagram: @fbla_national
Facebook: FBLA National Center
Twitter: FBLA_National