

Effectively using your Prep Time

- 1. Start by reading all of the information about the role play, and the performance indicators.**

You should be able to know the main points of the role-play off hand, so that you do not have to keep referring to your notes. Also, read the performance indicators so you know exactly what you will be scored on. Mentally note what parts of the scenario are important.

- 2. Copy all of the important information at the top of the scratch paper.**

Be sure to write down all of the key facts that are important to remember, such as your role, the judge's role, the company and the basic task you have to solve, and performance indicators. Be sure to write all of these facts at the top of the sheet so that you can quickly refer to them, should you forget them during the role play. I have found it to be easier to read if these notes are concise and to the point.

- 3. Outline all of the basic points you want to make in your presentation.**

This almost guarantees that you will not forget any main point in your presentation. It also gives you a chance to determine a logical sequence to present your solution to the issue. Be sure to include your performance indicators!

- 4. Write down keywords at the bottom of the sheet.**

Write all of the important terms at the bottom of the paper, so you can quickly glance over in order to incorporate them into your solution presentation. Write terms that you may need to use in order to exceed performance indicators. I have found it especially helpful to box or underline words that are vital to completing the role-play.

21st Century Skills

This is the first year that 21st Century Skills will be a part of how you are judged during your roleplay. 21st Century Skills account for almost 25% of your score, so using them effectively can be crucial for a high score on a roleplay. The evaluation forms for Principles of Business Administration Events, Individual Series Events and Personal Financial Literacy will include all of the following 21st Century Skills. Principal Events will include all of the following, except Problem Solving.

- **Critical Thinking** – Reason effectively and use systems thinking.
 - **Problem Solving** – Make judgments and decisions, and solve problems.
 - **Communication**– Communicate clearly.
 - **Creativity and Innovation** – Show evidence of creativity.
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- **Critical Thinking** - In this skill you will be judged mainly on your ability to reason effectively.
 - **Problem Solving** - In this skill you will be judged on how well you solved the problem given to you in the role play.
 - **Communication** - In this skill you will be judged on your ability to communicate your arguments to the judge. This means not contradicting yourself, mumbling, or using filler words including “um,” “so,” and “like.”
 - **Creativity and Innovation** - This is your ability to come up with a creative solution to the problem presented to you in a role play.

Performance Indicators

What is a performance indicator?

A performance indicator is used to measure and evaluate knowledge of a specific skill. In a singing competition, the judge would use performance indicators such as: pitch, range and song choice to evaluate the competitor. In a DECA competition, the judge uses both general and specific business and marketing skills as performance indicators to evaluate the competitor. For example, "Describe the uses of grades and standards in marketing."

How to study performance indicators?

Each individual role-play or team decision making event scenario has one dominant instructional area that is the focus of the role-play scenario. That means that the majority of the performance indicators will be taken from that dominant instructional area. It is a good idea to review all of the instructional areas located in your career cluster. Instructional area packets can be found in Mrs.Radford's room so before the next competition study each performance indicator.

How many Performance indicators do I have?

The individual series events have five performance indicators. At least three of the performance indicators will be from one instructional area. Principles events have four performance indicators.

How do Performance indicators affect my score?

Three quarters of you score comes from your creative use of performance indicators, so they weigh heavily on your score. Using all of your performance indicators and using them creatively is key to a high score.

Role Play Tips

One of the keys to performing well in a Deca roleplay is to keep your calm and try to control your nerves. It's perfectly ok to be nervous for your event. Here is a list of common mistakes that inexperienced competitors often make. If you remember these, it will improve your performance as a whole.

1. **Introductions:** In all the excitement, it can be tempting to come into your roleplay from your preparation time and just begin spouting information, especially if you have a lot to talk about. Make sure that you don't forget to shake your judge's hand and introduce yourself, it takes 5 seconds and can only be positive for your score.
2. **Posture:** Once you have taken a seat, it is important to appear attentive and involved in the roleplay. It is for this reason that you should sit straight up in your chair, as opposed to slouching or leaning back and looking lazy. Some experienced competitors suggest to sit on only about 4 inches of the chair so that you don't get too comfortable.
3. **Eye Contact:** During a roleplay, eye contact and a good atmosphere and attitude are crucial. They both exhibit social skills that are nothing but positive in the business world. Because eye contact is so important, you must have a decent grasp on whatever you write in your preparation time, so that you aren't just reciting from a page that you're staring at the entire time.
4. **Note taking:** The notes you take during preparation should be only the absolute essentials, things like KPI's and roles during the roleplay. If you write too much information, you will likely get caught up reading through your resources during the roleplay instead of competing.
5. **Following Through:** During the roleplay it is best to move at a slow, constant pace. This way you can make sure that you are smoothly transitioning from point to point, and it gives you time to think while you're talking. If you lose your train of thought, just tell the judges, and think about what you were just talking about. Plenty of times the judges will help you remember, just try to stay in character.
6. **Remain Calm:** Keep in mind that while we want you to try your absolute best, and we want everyone to succeed, this is not a life or death situation. If you don't do well today it isn't the end of the world. Take a deep breath and do your best to represent yourself and BHS Deca.

