

Extemporaneous Writing

New for 2018 - 2019

Editorial updates and clarifications have been made to guidelines. At ILC, [photo ID](#) must be presented prior to competing.

- Purpose** To encourage HOSA members to improve their ability to express themselves in writing.
- Description** Competitors shall report to the location of the event where they will be presented the secret topic by the event manager. They will have one hour to use a computer to write and save an essay on the secret topic.
- Dress Code** Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#).
- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
 2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
 3. The topic shall relate to current health issues or HOSA. All competitors shall write on the same topic. The topic is a secret topic that is not disclosed until the event begins.
 4. The event orientation and competition (writing of the essay) will be combined. Event proxies are NOT allowed for this event. At ILC, [photo ID](#) must be presented prior to competing.
 5. Competitors shall report to the location of the event orientation at the appropriate time with an electronic device containing a USB port that operates on battery power. Competitors will be seated at desks or tables. Electricity is NOT provided. Devices without a USB port will not be able to save the essay to a HOSA flash drive, therefore, cannot be judged.
 6. **Event Options:** As an alternative to using laptop computers, this event may be held in a computer lab, in which case competitors will develop their essays on the computers that are available. The use of a computer lab may or may not be announced prior to the event. Competitors should come prepared for either option.

If a computer lab is used with a networked printer, competitors may be asked to print their own essay to turn in along with the essay saved to a flash drive. The specific process to be followed will be announced by the Event Manager.
 7. Competitors will write an essay in Microsoft Word based on the selected topic, save the essay (as Word doc or .pdf) to a flash drive provided by HOSA-Future Health Professionals and will submit the flash drive to the event manager/section leader when they are finished. Essays must be saved to the flash drive within the sixty (60) minutes and before the time-keeper calls time.

8. Flash drives with saved essays will be submitted in a sealed envelope that is labeled with the competitor's division, name, school and cell phone number. HOSA-Future Health Professionals will provide the envelope.
9. The completed written product must be saved within a maximum of sixty (60) minutes. The timekeeper will announce when there are fifteen (15) minutes remaining. The essay must be saved to the flash drive within this time limit.
10. **Use of the Internet and other computer tools:** Internet use is not allowed. Spell check, grammar check, and thesaurus may be used if available on computer. Plagiarism is NOT allowed.
11. Competitors can pre-format a Word document on their computer prior to competition, which must be formatted as follows:
 - A. Arial 12 pt. font
 - B. 1" margins
 - C. 2.0 spacing
 - D. Title of the event (Extemporaneous Writing) and essay title (assigned topic) on the top of the first page
 - E. Last name, division and school name on the top right-hand corner of all pages
 - F. Page number on the bottom right hand corner of all pages
 - G. The pages will be held together by a staple (as needed)
 - H. Word Processed in Microsoft Word and saved as Word doc or .pdf.

***Note:** IF this event takes place in a computer lab, competitors will be given 5 minutes prior to the start of the timed 60 minutes to pre-format the Word document. During this 5 minutes, competitors will be allowed to reference the copy of the guidelines they brought with them to orientation.*
12. No printed materials or prepared notes shall be allowed at the event location (with the exception of the event guidelines, which the competitor brings for reference during the event orientation only).
13. The essay must be submitted in English for judging.
14. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
15. All essays become the property of HOSA-Future Health Professionals and the competitor grants permission for the use of the essay in HOSA publications, etc.

Competitor Must Bring:

- Event guidelines (orientation)
- Electronic device containing a USB port that operates on battery power
- Software to convert Word into .pdf (optional)
- Watch with second hand (optional)
- [Photo ID](#)

FOR SPECIFICS ON EVENT MANAGEMENT SEE [MANAGING COMPETITIVE EVENTS](#)

Required Personnel

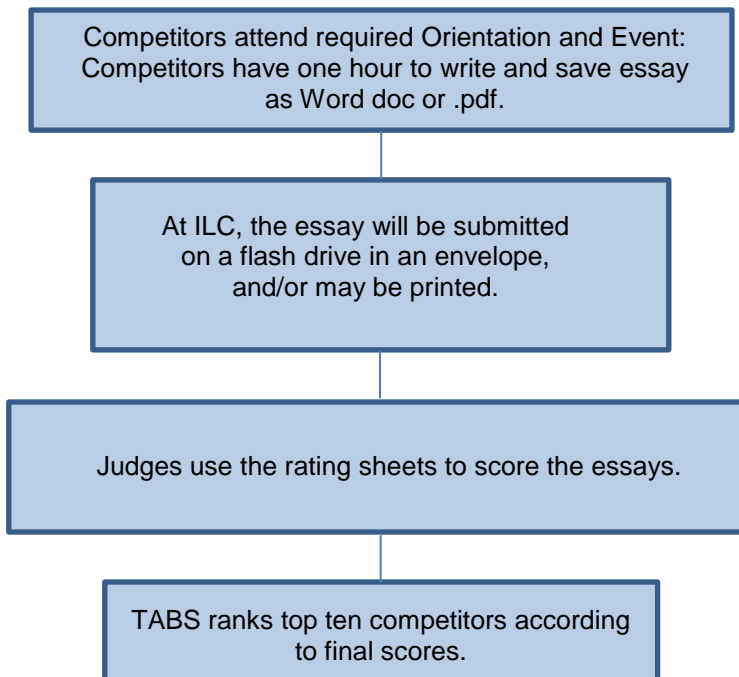
- One Event Manager
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.

- One Section Leader
- One Timekeeper
- Two - Three judges per section
- One to two event assistants

Facilities, Equipment and Materials (Per Section)

- Room with desks or tables for competitors, and table/chairs for event personnel to provide for registration and materials distribution. (See [HOSA Room Set](#))
- Computer lab with one computer per competitor and networked printer (optional)
- List of competitors for check-in
- One clock or timer
- One (1) copy of the topic for each competitor and judge
- Flash drives – one for each competitor
- Rating sheets – one per judge per competitor
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser (for judges and evaluations)
- Copy of guidelines for judges
- Networked printer & laptop/desktop with sufficient ink and copy paper to print completed essays for judges
- Staplers
- Large envelope for each competitor to submit their flash drive and/or printed paper (optional)
- Competitor labels for envelopes (optional)
- Sample essay for judge review (optional)

Event Flow Chart



EXTEMPORANEOUS WRITING JUDGE'S RATING SHEET

Competitor # _____

Section # _____

Judge's Signature _____

Division: _____ SS _____ PS/Collegiate

Items Evaluated	Points Possible						Points Awarded
	Superior	-----	-----	-----	-----	Poor	
No partial points are given in Section A. All five items <u>must</u> be completed to receive 40 points. If any portion is missing, Section A is scored a 0.							
A. Points for following guidelines <input type="checkbox"/> Title of the event and essay title (assigned topic) on the top of the first page <input type="checkbox"/> Last name, division and school name on the top right-hand corner of all pages <input type="checkbox"/> Arial 12 pt. font, 1" margins and 2.0" spacing <input type="checkbox"/> Page number on the bottom right hand corner of all pages <input type="checkbox"/> Submitted in English	40					0	
B. Content							
Coverage of Secret Topic	20	16	12	8	4	0	
Evidence/examples (w/citations, as applicable)	10	8	6	4	2	0	
Insight (understanding of topic/implications)	10	8	6	4	2	0	
Informative, engaging and interesting	10	8	6	4	2	0	
Originality	10	8	6	4	2	0	
C. Organization							
Opening Statement	5	4	3	2	1	0	
Transitions	5	4	3	2	1	0	
Conclusion	5	4	3	2	1	0	
D. Coherence of Thought							
Each paragraph logically linked to the main idea	10	8	6	4	2	0	
E. Structure							
Grammar	5	4	3	2	1	0	
Spelling & Punctuation	5	4	3	2	1	0	
Total Points	135	-----	-----	-----	-----	0	