

# Extemporaneous Writing

## **New for 2017 - 2018**

*Editorial updates and clarifications have been made to guidelines. The rating sheet has been updated. Essay may be saved to flash drive as Word doc or .pdf. Essay must be double spaced and submitted in English for judging.*

- 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.
  5. Competitors shall report to the location of the event at the appropriate time with a laptop computer containing a USB port that operates on battery power. Chrome books, ipads and other devices using the internet as primary storage will not be allowed. Competitors will be seated at desks or tables. Electricity is NOT provided.
  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 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, ID #, 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:
  - Arial 12 pt. font
  - 1" margins
  - 2.0 spacing
  - Title of the event and essay (assigned topic) on the top of the first page
  - Last name and competitor number on the top right hand corner of all pages
  - Page number on the bottom right hand corner of all pages
  - The pages will be held together by a stapler (if needed)
  - Word Processed in Microsoft Word and saved as Word doc or .pdf.
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.

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

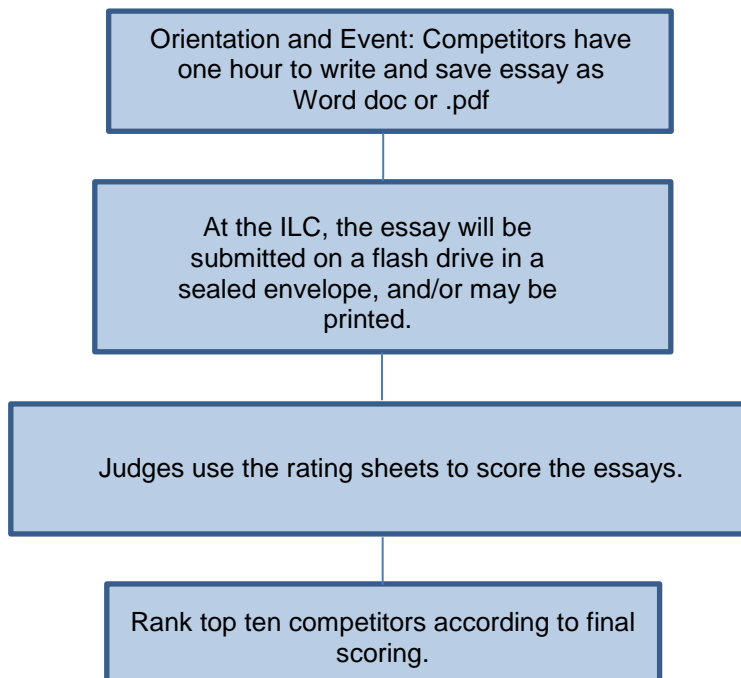
### Competitor Must Provide

- Event guidelines (orientation)
- Laptop computer with Microsoft Word on battery power (no ipads or Chrome books)
- Software to convert Word into .pdf (optional)
- Watch with second hand (optional)

## Facilities, Equipment and Materials (Per Section)

- Room with desks or tables for competitors, and one large table for the chairman and supplies
- One clock or timer
- Pens and pencils for judges
- One (1) copy of the topic for each competitor and judge
- Sample essay for judge review (optional)
- Staplers
- Networked printer with ink and copy paper
- Flash drives – one for each competitor
- Envelope for each competitor to submit their flash drive
- Competitor list (alpha) for EM, QA, Section Leader & Timekeeper
- Rating sheets – one per judge per competitor
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- Competitor labels for printed essay (optional)
- Computer lab with one computer per competitor and networked printer (optional)
- Copy of guidelines for judges

## 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	
<b>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.</b>							
<b>A. Points for following guidelines</b> <input type="checkbox"/> Processed in Microsoft Word with title on the top of the first page <input type="checkbox"/> Last name and competitor number 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>B. Content</b>							
Coverage of Secret Topic	20	16	12	8	4	0	
Evidence/examples (w/citations, if 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	
<b>C. Organization</b>							
Opening Statement	5	4	3	2	1	0	
Transitions	5	4	3	2	1	0	
Conclusion	5	4	3	2	1	0	
<b>D. Coherence of Thought</b>							
Each paragraph logically linked to the main idea	10	8	6	4	2	0	
<b>E. Structure</b>							
Grammar	5	4	3	2	1	0	
Spelling & Punctuation	5	4	3	2	1	0	
<b>Total Points</b>	<b>135</b>	-----	-----	-----	-----	<b>0</b>	