Extemporaneous Writing

<table>
<tr><td colspan="2"><p align="center">New for 2019-2020</p>
Editorial updates and clarifications have been made to guidelines. Clarification regarding use of Chromebooks has been added. Competitors are no longer required to show event guidelines at ILC. The event rubric has been updated to a new format. Scholarship information has been added to the guidelines.</td></tr>
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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. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic for ANY event until after the event has concluded. Violation of the ethics rules will be severely penalized per the GRRs.

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. Competitors shall report to the location of the event orientation at the appropriate time as listed in the conference materials.

5. Competitors will report with an electronic device containing a USB port that operates on battery power – electricity is NOT provided and CANNOT be used. Devices without a USB port (such as cloud-based writing media or devices such as Chromebooks) will not be able to save the essay to a HOSA flash drive, therefore, cannot be judged.

6. Competitors will be seated at desks or tables.

7. **Use of the Internet and other computer tools**: Internet use is NOT provided and not allowed. This includes any internet / cloud based computers. Spell- check, grammar check, and thesaurus may be used if available on computer, and can be accessed without internet use. Plagiarism is NOT allowed.

8. **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 <u>may</u> 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.

9. 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.

10. The completed written product must be saved within a maximum of sixty (60) minutes to the flash drive, before the timekeeper calls time.

11. 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.

12. **TIME REMAINING ANNOUNCEMENTS:** There will be a verbal announcement when there are 30 minutes, 15 minutes, 5 minutes, and 1 minute remaining in this event.

13. 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.

14. 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).

15. The essay must be submitted in English for judging.

16. 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.

17. 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.

18. HOSA offers numerous scholarships every year to its members interested in pursuing a variety of health careers. As you consider participating in this competitive event, please keep in mind there may be a HOSA Scholarship offered that fits your interests! For more information on the HOSA Scholarship program, please visit http://www.hosa.org/scholarships.
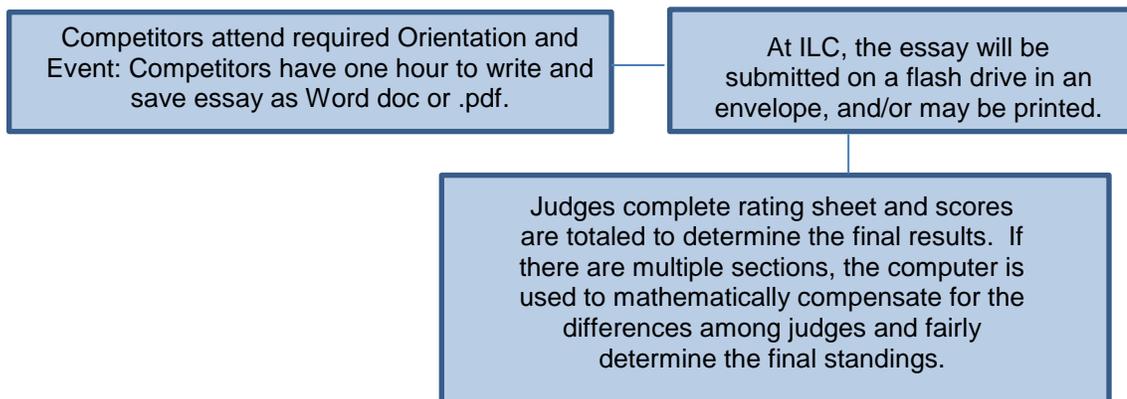

Competitor Must Bring:
- ☐ Electronic device containing a USB port that operates on battery power
- ☐ Software to convert Word into .pdf (optional)
- ☐ Watch with second hand (optional)
- ☐ Photo ID

FOR SPECIFICS ON EVENT MANAGEMENT SEE MANAGING COMPETITIVE EVENTS

Required Personnel

- ☐ One Event Manager
- ☐ One Judge Manager (JM) 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)
- ☐ Hand Sanitizer (alcohol based handrub)

Event Flow Chart

Competitors attend required Orientation and Event: Competitors have one hour to write and save essay as Word doc or .pdf.	At ILC, the essay will be submitted on a flash drive in an envelope, and/or may be printed.

Judges complete rating sheet and scores are totaled to determine the final results. If there are multiple sections, the computer is used to mathematically compensate for the differences among judges and fairly determine the final standings.

EXTEMPORANEOUS WRITING – Judge's Rating Sheet

Competitor # _____   Judge's Signature _____
Section # _____Division: ____SS   ____ PS/Collegiate

A. Items Evaluated		
No partial points are given in Section A. All six items MUST be completed to receive 35 points. If any portion is missing, Section A is scored a 0. For more information on the all/none points, please visit: http://www.hosa.org/judge	**Points for following Guidelines:** ☐ Title of the event and essay title (assigned topic) on the top of the first page ☐ Last name, division and school name on the top right-hand corner of all pages ☐ Arial 12 pt. font, 1' margins and 2.0' spacing ☐ Page number on the bottom right hand corner of all pages ☐ Submitted in English ☐ Paper contains no evidence of plagiarism. All or nothing: **35 points** Or **0 points**	

B. Content	Excellent 20 points	Good 16 points	Average 12 points	Fair 8 points	Poor 4 points	JUDGE SCORE
1. Coverage of Secret Topic	Demonstrates command of the topic throughout the essay. Discusses the topic and its significance. Uses the topic as a path for the essay. Student offers explanations and insights that enhance the understanding of the topic.	Mentions topic and its significance. Uses the topic as a path for the essay. Student offers explanations and insights that link back to the topic.	Mentions topic and briefly explains its significance.	Briefly mentions a topic but does not provide any analysis or reasoning behind the topic.	Did not include much in the way of content or a topic.	

	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
2. Evidence/ Examples	Writing includes evidence that completely supports the secret topic/main idea with many details, facts, or examples. Uses many sensory/concrete words and details that support the topic/main idea.	Writing includes evidence that mostly supports the topic/main idea with several details, facts or examples. Author uses some sensory/concrete words and details that support the topic/main idea.	Writing includes some evidence that partially supports the topic/main idea. Uses minimal sensory or concrete words/details that support the topic/main idea.	Writing includes some evidence that partially supports the topic/main idea. Uses minimal sensory or concrete words/details that support the topic/main idea.	Writing does not include evidence to support the topic/main idea. Does not use sensory or concrete words/details that support the topic/main idea.	
3. Insight (understanding of topic/implications)	Writing completely communicates information accurately. Focus is on subtopics, which connects back to the thesis statement. The writing goes beyond and makes connections to other texts.	Writing mostly communicates information and ideas accurately and is easy to understand. Focus is on subtopics. These subtopics connect back to the thesis statement.	Writing partially communicates information and ideas accurately. Focus is somewhat present. Writing does not connect back to thesis statement.	Some of the writing communicates information and ideas accurately. Little focus is present. Writing does not connect back to thesis statement.	Writing does not communicate information and ideas accurately. Focus is missing. Does not connect back to thesis statement.	

Content	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
4. Informative, engaging and interesting	Writing is highly informative and extremely engaging for the reader.	Most of the writing is informative and enjoyable to the reader.	Writing is mostly engaging as some of the information is informative and interesting.	Writing needs to be more engaging and informative.	Writing is not informative and does not hold the attention or interest of the reader.	
5. Originality	Writing reflects the original thoughts of the author and extends a creative or unique idea, question or concept on the secret topic.	Writing reflects the original thoughts of the author and provides some unique ideas on the secret topic.	Some original thoughts are provided by the author. Creativity is experimented with on the secret topic.	Limited originality is provided by the author on the secret topic.	The author reformulates a collection of available ideas.	

C. Organization	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
1. Opening Statement	Writer grabs attention of reader. The introduction is creative, imaginative and thoughtful. Thesis clearly revealed and well-structured for the paper. Forecasts body of paper in a memorable and effective way.	Writer somewhat grabs the attention of the reader. Thesis stated and appropriate for the paper. Forecasts body so audience knows main points in brevity.	Audience is reading with some engagement. Thesis needs strength or structure. Forecast incomplete.	Attention device is unrelated to the topic. Thesis missing OR Forecast statement missing.	Attention device is missing. Thesis inappropriate or missing AND Forecast is missing or indistinguishable.	
2. Transitions	Writing has voice and is easily read aloud. Appropriate transitions are used to move from one supporting detail to the next. Word choice and syntax offer surprise, clarity and "just right" wording.	Writing has some voice and is easily read aloud. Transitions are used, but better wording could have been used.	Vocabulary or writing style needs further development in sentence variety, word choice, and fluency. Some basic transitions used.	Sentences are short, fragmented or run-ons. Flow of essay is hard to follow. Few to no transitions are used.	No flow to writing. Difficult for reader to follow. No transitions used.	
3. Conclusion	Conclusion is concise and summarizes supporting points: restates the thesis in a new way. The reader is satisfied with the conclusion and is left with something to think about.	Conclusion is mostly concise and summarizes the supporting points. The reader is indifferent with the conclusion of the essay.	Conclusion provides a summary of supporting points: it does not restate the thesis.	Conclusion may be attempted but does not summarize or restate thesis.	No conclusion is apparent in the essay.	

D. Coherence of Thought	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Each paragraph logically linked to the main idea	Brilliant, logical connection of each paragraph to the main idea. The coherence of thought is well defined and executed throughout the writing.	The paragraphs logically transition to the main idea.	Most of the paragraphs support the main idea.	Little evidence of paragraphs linking back to the main idea.	The paragraphs do not flow together and do not link back to the main idea.	

E. Structure	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
1. Grammar	Zero (0) grammatical errors found in this essay.	1-2 grammatical errors were found in this essay. They do not detract from the general flow of the essay.	3-4 errors were found in the essay, and they detract from the overall flow of the essay.	There are 5-6 grammatical errors present which detract from the overall meaning and flow of the essay.	More than 6 errors were found in this essay. The errors are glaring, and the essay is difficult to read.	
2. Spelling & Punctuation	Zero (0) errors in spelling and punctuation were found in this essay.	1-2 errors in spelling or punctuation were found in this essay.	3-4 errors in spelling or punctuation in this essay.	5 errors in spelling or punctuation were found in this essay.	5 or more errors in spelling or punctuation were documented within the essay.	
					Total Points (130):	