



## Interpersonal Communications

**Interpersonal Communications**, an *individual or team event*, recognizes participants who use Family and Consumer Sciences and/or related occupation skills and apply communication techniques to develop a project designed to strengthen communication in a chosen area: *community, employment* relationships, *family, peer* groups, or school groups. Participants must prepare a **file folder**, an **oral presentation**, and a **response to a related case study**.

### EVENT CATEGORIES

**Junior:** through grade 9

**Senior:** grades 10–12

**Occupational:** grades 10–12

See page 85 for more information on event categories.

### STANDARDS ALIGNMENTS

See STAR Events Resources Page for detailed event alignment information to national educational initiatives and standards.

### CAREER CLUSTERS

- Education & Training
- Government & Public Administration
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Marketing
- Transportation, Distribution & Logistics

### PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to 5** minutes in length. A one-minute warning will be given at 4 minutes. Participant(s) will be stopped at 5 minutes.
5. Following the presentation, evaluators will have 5 minutes to interview participant(s).
6. Participant(s) will then be given a written case study related to their project. They will have 10 minutes to prepare a response to the case study.
7. Participant(s) will have up to 5 minutes to present the case study response to evaluators. Evaluators may ask questions after the response.
8. Evaluators will have up to 5 minutes to use the rubric to score and write comments for participant(s). File folders will be returned to participants at the end of scoring.

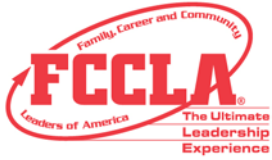
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GENERAL INFORMATION								
Individual or Team Event	Prepare Ahead of Time	Equipment Provided	Electrical Access	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
Individual or Team	File Folder, Oral Presentation	Table, blank note cards	Not provided	5 minutes set up/ 10 minutes case study	5 minutes prior to presentation	1-minute warning at 4 minutes; stopped at 5 minutes (same for case study)	5 minutes	35 minutes

PRESENTATION ELEMENTS ALLOWED									
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals
	■	■	■	■		■	■	■	■

## ELIGIBILITY & GENERAL INFORMATION


1. Review “Eligibility and General Rules for All Levels of Competition” on page 87 prior to event planning and preparation.
2. A table and blank note cards for the preparation of the case study response will be provided. Participant(s) must bring all other necessary supplies and/or equipment. Wall space will not be available.
3. **Access to an electrical outlet will not be provided.** Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for visual presentation, if desired.



## INTERPERSONAL COMMUNICATIONS Specifications

### File Folder

Participant(s) must submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (typed or handwritten) in the top left corner with name of event, category, participant's name(s), state, and FCCLA national region.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, project title, and chosen area of emphasis (i.e. <i>family, peer groups, school groups, community, or employment relationships</i> ).
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; may also be described in the oral presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include proof of submission in the <i>file folder</i> .
Works Cited/Bibliography	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .

### Oral Presentation

The oral presentation **may be up to** 5 minutes in length and is delivered to evaluators. The presentation should describe project in detail and discuss how communication techniques and methods such as verbal, nonverbal, written, active listening, one-on-one, and/or conflict resolution were used. Audio and/or video recordings are not permitted.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Identify Concerns	Identify the need to act and provide two or more reasonable options or "alternative actions."
Set a Goal	State a detailed and measurable goal.
Form a Plan	Develop a thorough and feasible plan.
Act	Execute plan with a thorough understanding and application of communication techniques and solutions.
Follow Up	Evaluate project and express the significance of the project and its outcome.
Project Rationale Clearly Stated	Identify reason for implementing the project.
Use of Appropriate Techniques	Show evidence of communication techniques and methods used in the project, such as verbal, nonverbal, written, one-on-one, active listening, and/or conflict resolution.
Impact on Interpersonal Communications; Accomplishments	Show how an area of interpersonal communications was strengthened through the project.
Relationship to FCCLA Purposes and Family and Consumer Sciences	Explain direct connection to the purposes of FCCLA and Family and Consumer Sciences.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of <i>visuals</i> and notes or notecards if used. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project.

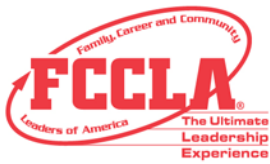
## Interpersonal Communications Specifications (continued)

### Case Study

Participants will be given a written case study to evaluate their understanding of communication. The case study will relate to the area of the participant's project. Participant(s) will have 10 minutes to prepare a response. The response may not exceed 5 minutes. Work will take place in a separate room with no spectators. No prewritten material is allowed, but blank note cards will be provided.

Presentation	Case study responses indicate an understanding of the concepts and issues.
Knowledge of Communication Techniques	Show evidence of awareness of methods for strengthening communication and of communication techniques.
Appropriate Solutions	Present feasible and suitable solutions for the situation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding case study response.





# INTERPERSONAL COMMUNICATIONS

## Rubric

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Category \_\_\_\_\_

FILE FOLDER							Points
<b>FCCLA Planning Process Summary Page</b> 0-5 points	<b>0</b> Planning Process summary not provided	<b>1</b> Inadequate steps in the Planning Process are presented	<b>2</b> All Planning Process steps are presented but not summarized	<b>3</b> All Planning Process steps are summarized	<b>4</b> Evidence that the Planning Process was utilized to plan project	<b>5</b> The Planning Process is used to plan the project. Each step is fully explained	
<b>Works Cited/Bibliography</b> 0-3 points	<b>0</b> No resources listed	<b>1</b> Resources are incomplete, not current, or not reliable for project	<b>2</b> Reliable resources but incorrect style ( <i>see style sheet</i> )	<b>3</b> Complete list of current and reliable resources, in MLA or APA style ( <i>see style sheet</i> )			
ORAL PRESENTATION							
<b>Organization/Delivery</b> 0-10 points	<b>0</b> Presentation is not done or presented briefly and does not cover components of the project	<b>1-2</b> Presentation covers some topic elements	<b>3-4</b> Presentation covers all topic elements but with minimal information	<b>5-6</b> Presentation gives complete information but does not explain the project well	<b>7-8</b> Presentation covers information completely but does not flow well	<b>9-10</b> Presentation covers all relevant information with a seamless and logical delivery	
<b>Identify Concerns</b> 0-4 points	<b>0</b> No evidence of identifying concerns	<b>1</b> Identifying concerns and needs are limited in scope	<b>2</b> Participants use one or two methods to identify concerns	<b>3</b> Participants use surveys, data collection, interviews or other methods to identify concerns	<b>4</b> Participants identify the need to act; realize circumstances are uncertain and changing; and two or more reasonable options or alternative actions		
<b>Set a Goal</b> 0-4 points	<b>0</b> Not evident	<b>1</b> Goal is evident	<b>2</b> Goal is clearly stated	<b>3</b> Goal is thoroughly stated	<b>4</b> Goal is stated in detail with measurable outcomes		
<b>Form a Plan</b> 0-4 points	<b>0</b> Not evident	<b>1</b> Plan is stated with some detail	<b>2</b> Plan is detailed	<b>3</b> Plan includes details, timelines, and alternatives	<b>4</b> Plan is thorough, feasible and complete		
<b>Act</b> 0-4 points	<b>0</b> Not evident	<b>1</b> Action steps are evident	<b>2</b> Plan is detailed in steps, tasks, and timelines	<b>3</b> Plan included analysis of effects of communication technology in family, work, and community settings	<b>4</b> Plan includes a thorough understanding and application of communication techniques and solutions		
<b>Evaluation Follow-Up</b> 0-4 points	<b>0</b> No evidence	<b>1</b> Some evaluation and follow-up is planned	<b>2</b> Evaluation plans include multiple strategies	<b>3</b> Evaluation and follow-up is detailed and varied in strategies	<b>4</b> Evaluation and follow-up is extensive and includes evidence of Project Self-Evaluation		
<b>Project Rationale Clearly Stated</b> 0-5 points	<b>0</b> No evidence	<b>1</b> Project rationale is limited	<b>2</b> Rationale for the project is clearly stated	<b>3</b> Rationale for the project is stated in a convincing manner, citing reasons and data	<b>4</b> Rationale for the project is thorough and compelling	<b>5</b> Rationale for the project is thorough, a compelling and urgent need and well documented	
<b>Use of Appropriate Techniques</b> 0-5 points	<b>0</b> No evidence	<b>1</b> Participants understanding limited methods of communication techniques	<b>2</b> Participants show some understanding of various communication techniques	<b>3</b> Participants show understanding of two or three communication techniques	<b>4</b> Participants show understanding and can apply various communication techniques	<b>5</b> Participants effectively apply techniques that are effective and appropriate	

# Interpersonal Communications Rubric (continued)

							Points
<b>Impact on Interpersonal Communications</b> 0-10 points	<b>0</b> Not evident	<b>1</b> Participants show a limited knowledge of the impact of interpersonal communications with their project	<b>2</b> Participants show areas of interpersonal communication that were strengthened by the project	<b>3-4-5</b> Participants explain one or more of the following: --how similarities and differences among people affect conflict prevention and management in their project --how to create an environment that encourages and respects ideas and perspectives --apply the roles of decision making and problem solving in reducing and managing conflict	<b>6-7-8-9-10</b> Participants show extensive knowledge and application of interpersonal communication that was strengthened by the project. Some of which might include those mentioned earlier and: --demonstrate processes for cooperating, compromising, and collaborating --demonstrate ethical behavior in family, workplace and community settings --demonstrate strategies to motivate, encourage, and build trust in group members --compare the relative merits of opposing points of view regarding current ethical issues		
<b>Relationship to FCCLA Purposes and FACS</b> 0-5 points	<b>0</b> Not evident	<b>1</b> Minimal evidence of FCCLA and FACS relationship	<b>2</b> Some knowledge of relationship of FCCLA and FACS	<b>3</b> Knowledge of FCCLA and FACS relationship but not shared	<b>4</b> Knowledge of FCCLA and FACS relationship is evident and shared	<b>5</b> Knowledge of FCCLA and FACS relationship is evident and well explained	
<b>Voice – pitch, tempo, volume</b> 0-3 points	<b>0</b> Voice qualities not used effectively	<b>1</b> Voice quality is adequate	<b>2</b> Voice quality is good, but could improve	<b>3</b> Voice quality is outstanding and pleasing			
<b>Body Language/ Clothing Choice</b> 0-3 points	<b>0</b> Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing	<b>1</b> Gestures, posture, mannerisms and eye contact is inconsistent/ clothing is appropriate	<b>2</b> Gestures, posture, mannerisms, eye contact, and clothing are appropriate	<b>3</b> Gestures, posture, mannerisms, eye contact, and clothing enhance presentation			
<b>Grammar/Word Usage/ Pronunciation</b> 0-3 points	<b>0</b> Extensive (more than 5) grammatical and pronunciation errors	<b>1</b> Some (3-5) grammatical and pronunciation errors	<b>2</b> Few (1-2) grammatical and pronunciation errors	<b>3</b> Presentation has no grammatical or pronunciation errors			
<b>Responses to Evaluators' Questions</b> 0-5 points	<b>0</b> Did not answer evaluators' questions	<b>1</b> Unable to answer some questions	<b>2</b> Responded to all questions but without ease or accuracy	<b>3</b> Responded adequately to all questions	<b>4</b> Gave appropriate responses to evaluators' questions	<b>5</b> Responses to questions were appropriate and given without hesitation	
<b>CASE STUDY</b>							
<b>Presentation</b> 0-2 points	<b>0</b> No case study presentation is made		<b>1</b> Case study response is limited in scope		<b>2</b> Case study responses indicate an understanding of the concepts and issues		
<b>Knowledge of Communication Techniques</b> 0-4 points	<b>0</b> Not evident in explanations	<b>1</b> Knowledge of communication techniques is limited	<b>2</b> Knowledge of communication techniques is evident in the case study response. Participants demonstrate effective listening and feedback techniques	<b>3</b> Knowledge of communication techniques is thorough. Explain how similarities and differences among people affect conflict prevention and management	<b>4</b> Knowledge of communication techniques is explained in detail. Apply ethical principles of communication		
<b>Appropriate Solutions</b> 0-4 points	<b>0</b> Not evident	<b>1</b> Participants share a limited response to one or two solutions	<b>2</b> Participants share feasible and suitable solutions	<b>3</b> Participants share many feasible and suitable solutions	<b>4</b> Participants share extensive suitable solutions and insights		
<b>Responses to Evaluators' Questions</b> 0-3 points	<b>0</b> Not evident	<b>1</b> Did not answer questions	<b>2</b> Answers show a limited understanding	<b>3</b> Answers are in depth and thorough			

Evaluator's Comments:

TOTAL  
(90 points possible)

Evaluator # \_\_\_\_\_  
Evaluation Initial \_\_\_\_\_  
Room Consultant Initial \_\_\_\_\_