

The Manners Matter Competitive Event is a State Event conducted at the NJ FCCLA State Leadership Conference. It is an *individual* or *team* event that promotes the understanding and knowledge of manners and encourages members to develop manners programs within the chapter.

NEW JERSEY LEARNING STANDARDS

- NJSLSA.L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- RST.11-12.7 Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem.
- RST.11-12.9 Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
- WHST.11-12.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- SL.11-12.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with peers, building on others' ideas and expressing their own clearly and persuasively.
- SL.11-12.4 Present information, findings and supporting evidence clearly, concisely, and logically. The content, organization, development, and style are appropriate to task, purpose, and audience.
- SL.11-12.6 Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when indicated or appropriate.
- 9.3.12.AR-VIS.2 Analyze how the application of visual arts elements and principles of design communicate and express ideas.
- 9.3.12.AR-VIS.3 Analyze and create two and three-dimensional visual art forms using various media.
- 9.2.8.B.3 Evaluate communication, collaboration, and leadership skills that can be developed through school, home, work, and extracurricular activities for use in a career.
- 9.2.12.C.3 Identify transferable career skills and design alternate career plans
- 9.2.12.C.4 Analyze how economic conditions and societal changes influence employment trends and future education.
- 9.2.12.C.6 Investigate entrepreneurship opportunities as options for career planning and identify the knowledge, skills, abilities, and resources required for owning and managing a business.

CAREER READY PRACTICES

- ✓ Act as a responsible and contributing citizen and employee.
- ✓ Apply appropriate academic and technical skills.
- ✓ Model integrity, ethical leadership and effective management.
- ✓ Communicate clearly and effectively with reason.
- ✓ Demonstrate creativity and innovation.
- ✓ Employ valid and reliable research strategies.
- ✓ Utilize critical thinking to make sense of problems and persevere in solving them.
- ✓ Work productively in teams while using cultural global competence.

NATIONAL STANDARDS FOR FAMILY AND CONSUMER SCIENCES

- 1.2.3 Apply communication skills in school, community and workplace
- 13.1.1 Analyze processes for building and maintaining interpersonal relationships.
- 13.6.4 Demonstrate ethical behavior in family, workplace, and community settings.
- 13.2.5 Explain the effects of personal standards and behaviors on interpersonal relationships.

EVENT CATERGORIES:

- Junior:** Participants in grades 6-9
Senior: Participants in a comprehensive program in grades 10 – 12
Occupational: Participants in an occupational program in grades 10 – 12

ELIGIBILITY

1. Participation is open to any affiliated FCCLA member.
2. A chapter may submit one (1) entry in each event category.
3. An entry is defined as one (1) individual participant or one (1) team of no more than three (3) participants.
4. An event category is determined by the participants' grade in school.

PROCEDURES & REGULATIONS

1. A project addressing the following etiquette areas may be entered:
 - A. Rules of etiquette at home
 - B. Etiquette on the corporate ladder
 - C. Presenting yourself positively
 - D. Communicating with care
 - E. Entertaining and being entertained
 - F. Dining with delight
 - G. Conducting yourself in special situations
2. Participants should refer to **Modern Manners: Tools To Take You To the Top**, by Dorothea Johnson and Liv Tyler, 2013 Edition. This is the definitive resource for this event.
3. Each participant/team must explain the project in a three (3) to five (5) minute oral presentation related to the specific topic.
4. The display must not exceed **36" deep by 48" wide by 48" high**. No electrical outlets will be available. Battery operated audio-visual equipment may be used.
5. The display may include visuals such as posters, photographs, models, charts, etc.
6. The display should be a clear and concise representation of a rule, principle, or issue related to etiquette/manners. It should have an impact on the target audience chosen for your project.
7. A type written three (3)-by-five (5) inch card must be attached to the upper left side of the front of the display. The card must contain the following information:
 - A. Participant(s) Name(s)
 - B. School Name
 - C. Chapter Name
 - D. Event Name (Manners Matter)
 - E. Event Category
 - F. Manners Area selected
 - G. Project/Display Title
8. The participant or team will be required to answer a question related to etiquette/manners that is selected at random by the participant(s) at the time of the presentation and is related to any of the seven (7) etiquette areas. The display, oral presentation, and question/answer session collectively support the goal of the project.
9. Each entry must submit a file folder with their display at the designated set-up time at the beginning of the State Leadership Conference (see the conference program for the exact time and location). The file folder must include three (3) separate and identical stapled sets of the following materials in one (1) letter-sized file folder:

- A. A Project Identification Page
- B. A Planning Process Sheet
- C. A Summary Statement
- D. A Project Research Page

10. The file folder must be labeled on the front cover, upper left corner as follows:

- A. Participant(s) Name(s)
- B. School Name
- C. Chapter Name
- D. Event Name (Manners Matter)
- E. Event Category
- F. Project/Display Title

11. The display must be removed at the time designated in the State Leadership Conference program.

12. See GENERAL INFORMATION AND RULES of the Competitive Event guidelines.

MANNERS MATTER SPECIFICATIONS

File Folder

Each entry will submit one (1) letter size file folder containing three (3) separate and identical stapled sets of the materials listed below at the designated set-up time at the beginning of the State Leadership Conference. The file folder must be labeled on the *front cover, upper left corner* as follows:

- Participant(s) Name(s)
- School Name
- Chapter Name
- Event Name (Manners Matter)
- Event Category
- Project/Display Title

Project Identification Page	One 8½” x 11” page on plain paper, participants must include participant(s) name(s), school name, chapter name, event name, event category, manner area selected, and project/display title.
Planning Process Sheet	Explain how each step of the Planning Process was used to plan and implement the project.
Summary Statement	The project activity is creative, specific, and relevant to the manner area. Objectives, summary of accomplishments, and what was learned by members is clear, concise, and well written.
Project Research Page	List of references and how the research was conducted.

Visuals

Participants’ display may include posters, photographs, models, charts, etc. The display must not exceed **36” deep by 48” wide by 48” high.**

Effectively Illustrate Content	The visuals appropriately and effectively support, illustrate and/or compliment content of presentation.
Appearance	Presentation display must be visible to the audience, neat, legible, professional, creative, and use correct grammar and spelling.
Use of Display During Presentation	Use display to describe all phases of the project.
Identification Card	3” x 5” card with required information in the top left corner of the display.

Oral Presentation

The oral presentation may be three (3) to five (5) minutes long and is delivered to evaluators. The presentation should concentrate on the concern and how the project addresses the concern.

Organization	State what you want to accomplish and express how the goal relates to the issue of etiquette. Present plan in sequence. Identify and explain the specific concern and how the project addresses the concern. Explain successes and identify possible improvements.
Presentation	Speak clearly with appropriate pitch, tempo, and volume. Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of notes if used. Use proper grammar and pronunciation.
Knowledge of Etiquette	Provide clear and concise answers to evaluators' questions regarding the project and use of etiquette.

Case Study

The individual or team will be required to answer a question related to etiquette/manners that is selected at random by the participant(s) at the time of the presentation and is related to any of the seven (7) etiquette areas.

Response to Etiquette Question	Provide appropriate solutions and clear and concise answers to evaluators' questions regarding the specific etiquette question.
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MANNERS MATTER RATING SHEET

School: _____

Check One Event Category: _____ **Junior** _____ **Senior** _____ **Occupational**

INSTRUCTIONS:

Write the appropriate rating under the "SCORE" column. Points given may range between 0 and the maximum number indicated. Where information is missing, assign a score of 0. Total points and enter under "TOTAL SCORE."

Evaluation Criteria	Very					Score	Comments
	Poor	Fair	Good	Good	Excellent		
FILE FOLDER							
Planning Process: Each step is fully explained.	0-2	3-4	5-6	7-8	9-10		
Summary Statement: Activity is creative, specific & relevant. Objectives, summary of accomplishments and what was learned is clear and well written.	0-2	3-4	5-6	7-8	9-10		
Project Research: List of references and how the research was conducted is clear and well written.	0-1	2	3	4	5		
VISUALS							
Effectively Illustrate Content: Appropriately and effectively supports, illustrates and compliments presentation.	0-3	4-6	7-9	10-12	13-15		
Appearance: Visible to the audience, neat, legible, professional, creative and use correct grammar and spelling.	0-2	3-4	5-6	7-8	9-10		
Use of Display During Presentation: Use display to describe all phases of the project.	0-1	2	3	4	5		
ORAL PRESENTATION							
Organization: In an organized sequence, present goals, relationship to etiquette, project successes and possible improvements.	0-3	4-6	7-9	10-12	13-15		
Presentation: Speak clearly with appropriate pitch, tempo, volume, body language, grammar and pronunciation, and appropriate handling of notes or note cards.	0-1	2	3	4	5		
Knowledge of Etiquette: Clear and concise answers to evaluators' questions regarding the project and use of etiquette.	0-2	3-4	5-6	7-8	9-10		
CASE STUDY							
Appropriate response to etiquette questions	0-3	4-6	7-9	10-12	13-15		

Total Score _____

Circle Rating Achieved:

Gold: 90-100 Silver: 79-89 Bronze: 70-78

Verification of Total Score (please initial)

Evaluator _____
Room Consultant _____
Lead Consultant _____