

**ELEMENTARY AND JUNIOR HIGH SCHOOL SPELLING  
BEE COMPETITION AT POLBENG BUSINESS EXPO  
(CASE STUDY: ADMINISTRATION ASPECT)**

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**ABSTRACT**

This project is part of the final thesis requirements to obtain an applied bachelor's degree in the International Business Administration Study Program at State Polytechnic of Bengkalis. It focuses on the administration aspect of organizing the Elementary and Junior High School Spelling Bee Competition at the Polbeng Business Expo. The competition was participated by 115 students, with 52 students in the easy category (7-10 years old) and 63 students in the difficult category (11-15 years old). The competition aimed to improve participants' English language skills, vocabulary acquisition, and self-confidence through competitive and educational activities. There are several steps in conducting the project: preparation, implementation, accomplishment, and completion. The first stage was preparation, which included seeking sponsors, finding judges and speaker who were English experts, and organizing the necessary permits and administration. The second stage was implementation, which focused on recapitulating scores and ensured smooth implementation. The third stage was accomplishment, which involved awarding gifts and certificates to all participants, winners, judges, and speaker, as well as a checklist of completed work. The final stage was completion, which included the evaluation and cost report. The preliminary round was held on 30 October 2024 in GKT 411 room, while the final round was held on 31 October 2024 in the Informatics Engineering Building hall.

**Keywords:** Polbeng Business Expo, Spelling Bee, Administration