

# WORD PROCESSING I

Word processing skills are necessary in today's world. This event recognizes FBLA members who demonstrate that they have acquired business entry-level skills for word processing positions in business.

## OBJECTIVE TEST COMPETENCIES

- document formatting rules and standards
- grammar, punctuation, spelling, and proofreading
- basic keyboarding terminology and concepts
- related application knowledge

## PRODUCTION COMPETENCIES

- production of letters and memorandums
- reports
- tables
- resumes
- material from rough draft and unarranged copy

## NBEA STANDARDS REINFORCED BY EVENT

Communication: foundations, technological

Information Technology: computer architecture, operating systems, environment and utilities, input technology, application software

**CAREER CLUSTER(S):** Business, Management & Administration; Information Technology; Marketing, Sales & Service

## ELIGIBILITY

Each region may enter their top five (5) students who placed at the winter regional conference of the current school year.

**Participants in this event must be in grades 7-10.**

1. Participants must be members of an active local chapter and on record in the FBLA state and national offices as having paid dues by February 15.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a previous State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
5. Participants who are or have been enrolled in office procedures, and/or skill-related courses that included keyboarding instruction, and/or keyboarding production work beyond that taught in the basic one-year keyboarding course or the equivalent must not be entered in this event.
6. Participants failing to report on time for the event will not be permitted to compete.

## OVERVIEW

This event consists of two (2) parts: an objective test and a production test. A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute fifteen (15) percent of the final event score. Nongraphing calculators will be provided. One (1) hour will be given for the production test at the school site.

Every effort will be made to provide computerized testing. If this is not possible, participants must furnish their own No. 2 pencils and erasers. No graphing calculators, Palm Pilots, or other memory storage devices will be allowed.

## GUIDELINES

### Objective Test

A one-hour objective test will be administered at the State Business Leadership Conference based on the listed competencies and basic skills knowledge. Every effort will be made to provide computerized testing. If this is not possible, participants must supply their own No. 2 pencils and erasers.

### School Site Testing

One (1) hour will be allowed for this test at the school testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order. The test must be deleted from the hard drive upon final completion of the test. The Format Guide may be used by the participant during school site testing.

Voice recognition software may be used where appropriate. The local chapter must provide the software.

The following reference materials are allowed at the test site: word division manuals, dictionaries, the Standards of Mailability, and Format Guide.

Documents produced for this event must be prepared by the FBLA competitors without help from the adviser or any other person.

Failure to follow the Format Guide will be considered a serious error and will result in a five (5) point deduction.

The State Office will send the test to a local test proctor at the student's location identified by the chapter adviser on the State Business Leadership Conference event entry form. The local test proctor will administer the test. Local FBLA advisers or assistants must not be proctors. Tests not returned to the state office by the designated due date will not be graded.

#### **JUDGING**

Objective tests will be machine graded. Ties will be broken based on the last ten questions and in groups of ten thereafter if a tie still exists. This test will constitute 15% of the final event score.

Judging of the skill test will be based on the Format Guide and mailable copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85% of the final event score.

Participants must recognize the necessity for accurate proofreading. Word division manuals and dictionaries may be used as reference materials. The Format Guide is allowed as a reference at the test site.

#### **STATE AWARDS**

The judges will determine the number of awards presented at the State Business Leadership Conference. The maximum number will be five (5).

#### **NATIONAL ENTRIES**

Washington State may submit two (2) state winners for national competition in this event.