

WORD PROCESSING II

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond entry level.

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 all types of business forms
- letters
- memorandums
- tables
- reports
- statistical reports
- materials 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 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.

1. Participants must be selected in accordance with the regulations of the local chapter and the state association.
2. Participants must not have won first place at a previous State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
3. Participants failing to report on time for the event will not be permitted to compete.
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.

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 competencies listed. The score received on this portion of the event will constitute 15 percent of the final event score. Nongraphing calculators will be provided.

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.

One (1) hour will be given for the production test at the school site.

GUIDELINES

Objective Test

A one-hour written 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 hour will be allowed for the skill 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.

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

Voice recognition software may be used where appropriate; local chapters must provide the software.

Documents produced for this event must be prepared by the participants 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 administered at State Business Leadership Conference and machine graded. Ties will be broken using the most correct answers out of the last ten questions and in groups of ten thereafter. The objective test will constitute fifteen (15) percent of the final event score.

Judging of the skill test will be based on the Format Guide and mailable copy. Documents will be evaluated by a panel of judges for this event. All judges' decisions are final. The production portion of this event will constitute eighty-five (85) percent 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 number of awards presented at the State Business Leadership Conference is determined by judges. The maximum number will be five (5).

NATIONAL ENTRIES

Washington State may enter two (2) winners for national competition.