

# 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

- advance applications
- related application knowledge
- document formatting rules and standards
- basic keyboarding terms and concepts
- grammar, punctuation, spelling, and proofreading
- printing

## PRODUCTION COMPETENCIES

- production of all types of business forms
- letters, mail merge
- memorandums
- tables
- reports
- statistical reports
- materials from rough draft and unarranged copy
- e-messages

## 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*

## ELIGIBILITY

Each region may enter their top five (5) winners from the winter regional conferences.

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 failing to report on time for the event will not be permitted to compete.
5. 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. Participants must complete both parts to be eligible.

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 may be used.

Every effort will be made to provide online computerized testing at the state level. If this is not possible, participants must furnish their own No. 2 pencils and erasers. No graphing calculators, cell phones, or other memory storage devices will be allowed.

One (1) hour will be given for the production test at the school site. The score received on this portion of the event will constitute 85 percent of the final event score. Production tests must be returned to the state office by the designated due date or they will not be graded.

## GUIDELINES

### School Site Production Testing

1. The production portion of this event is administered prior to the SBLC.
2. One (1) hour will be allowed for the production 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 unless stated otherwise on the test.
3. The test must be deleted from the hard drive upon final completion of the test.
4. In case of a tie, the production test will be used to break the tie.

5. Calculators are not allowed on the production portion of the test.
6. The following reference materials are allowed at the test site: dictionaries and the Format Guide.
7. Documents produced for this event must be prepared by the FBLA competitors without help from the adviser or any other person.
8. The State Office will send the test to the chapter adviser or proctor designated on the State Business Leadership Conference event entry form. The local chapter adviser or test proctor will administer the test. 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 percent of the final event score.

Judging of the production 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 test will be used to break a tie. The production portion of this event will constitute eighty-five (85) percent of the final event score.

#### **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.