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# **Word Processing I**

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

## **Competencies**

Participants should be well prepared in the basic keyboard knowledge and in the production of letters, memorandums, reports, tables, resumes, and material from rough drafts and unarranged copy. Results will be based on mailable copy. The Format Guide must be used for formatting word processing documents.

In addition, participants will be tested on their understanding and mastery of document formatting rules and standards; grammar, punctuation, spelling, and proofreading; basic keyboarding terminology and concepts; and related application knowledge.

This event consists of two (2) parts: an objective tests and a production test. Participant must complete both parts to be eligible for an award.

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 15 percent of the final event score. Nongraphing calculators will be provided.

One (1) hour will be given for the production tests at a school site designated by the executive director. The score received on this portion of the event will constitute 85 percent of the final event score.

### **Career Cluster(s):**

Business, Management, and Administration; Information Technology; Marketing, Sales and Service

### **Business Education Curriculum Standard(s):**

Communication, Information Technology

## **Region Eligibility**

Each chapter may enter three (3) participants who are members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

*Participants are permitted to compete in this event one year only. Under no circumstances may a student repeat in this event. Students are not permitted to compete in this event if they have previously competed in Word Processing II.*

**Only members enrolled in grades 9 and 10 as of May 20 of the current school year are eligible.**

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.

**The participant is required to take both the objective and school-site tests. Otherwise, the participant will be disqualified.**

It is the responsibility of the:

### **local chapter adviser**

- to pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.

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### region adviser

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

## **State Eligibility**

The minimum number of competitors each region may enter is the first- and second -place winners who are members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

**The participant is required to take both the objective and school-site tests. Otherwise, the participant will be disqualified.**

If the eligible winner(s) cannot attend the SLC, it is the responsibility of the:

### local chapter adviser

to contact the region adviser about the student who will not be attending.

### region adviser

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at [www.pafbلا.org/importantdates.php](http://www.pafbلا.org/importantdates.php), which is posted on the PA FBLA web site.

## **Region Procedure—Production Testing**

The following procedures must be used:

1. The school-site tests will be mailed to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be sent with the school-site tests.
2. **The local chapter adviser is not permitted to be the school-site administrator.**
3. One **continuous** hour will be allowed for the skills 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.
4. Word division manuals, the FBLA Format Guide, and dictionaries may be used as reference materials. No other materials are permitted to be used.
5. The Format Guide may be used at the test site. The Format Guide may be downloaded from [www.pafbلا.org](http://www.pafbلا.org).
6. The region adviser, in consultation with the remaining local chapter advisers, must determine the procedure for returning the school-site tests to the region adviser.
7. Results will be based on mailable copy and the Format Guide. Material that could be considered mailable with slight or serious corrections will receive reduced credit. The Standards of Mailability are listed at the end of these guidelines.
8. Voice recognition software may be used where appropriate. The local chapter must provide the software.
9. Documents produced for this event must be prepared by the FBLA competitor without the help from the advisor or any other person.

## **Region Procedure—Objective Test**

1. A one-hour written objective test will be administered on the day of the RLC based on the areas described in the Competencies section listed above and basic skills knowledge. All participants in this event must report at the

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event time listed in the program. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**

2. **The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.**
3. Participants must furnish their own No. 2 pencils and erasers. No other equipment or materials are permitted in this event.

## **State Procedure—Production Testing**

The following procedures must be used:

1. The region adviser must submit the names of the RLC eligible winners on the Regional Winners Reporting Form to the PA FBLA Executive Director/State Chairman/State Chairman. The school-site test administrator for each eligible winner must be listed on the Regional Winners Reporting Form. **The local chapter adviser is not permitted to be the school-site administrator.**
2. The PA FBLA Executive Director/State Chairman will mail the school-site testing materials directly to the test administrator. It is the responsibility of the local chapter adviser to make the test administrator aware that he or she is to receive, administer, and return these tests in the proper pre-addressed envelope by the received by date to the PA FBLA Executive Director/State Chairman. The chapter adviser is to provide no assistance in this process.
3. If at any time during this process it is determined that the student will not be taking the test, the test administrator must return the unopened test package **within five working days** to the PA FBLA Executive Director/State Chairman. The PA FBLA Executive Director/State Chairman will mail the test package to the next eligible participant.
4. One **continuous** hour will be allowed for the skills 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.
5. Word division manuals, the FBLA Format Guide, and dictionaries may be used as reference materials. No other materials are permitted to be used.
6. The Format Guide may be used at the test site. The Format Guide may be downloaded from [www.pafbla.org](http://www.pafbla.org).
7. Results will be based on mailable copy and the Format Guide. Material that could be considered mailable with slight or serious corrections will receive reduced credit. The Standards of Mailability are listed at the end of these guidelines.
8. Voice recognition software may be used where appropriate. The local chapter must provide the software.
9. Documents produced for this event must be prepared by the FBLA competitor without the help from the advisor or any other person.

## **State Procedure—Objective Test**

1. A one-hour written objective test will be administered at the SLC based on the areas described in the Competencies section listed above and basic skills knowledge. All participants in this event must report at the event time listed in the program. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount**

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of time for the event. The participant will not receive any additional instructions from the event administrators.

2. The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.
3. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.
4. Participants must furnish their own No. 2 pencils and erasers. No other equipment or materials are permitted in this event.

## **Region and State Judging**

This event will be scored in the following manner:

- 15% objective test score
- 85% production test (school-site test) score

Judging of the school-site test will be based on the participant's printed copy. A panel of judges will evaluate the documents, and all decisions of the judges are final.

At the Regional Conference, the following tiebreaker policy will be followed:

### **First Tiebreaker**

- The student who has the most correct answers in the last ten questions of the test will be rated higher. Proceed to the second tie breaker only if both tests are identical.

### **Second Tiebreaker**

- The student who has the most correct answers in the last twenty questions of the test will be rated higher. Proceed to the last thirty questions only if both tests are identical.

At the State Leadership Conference, tests will be machine and/or hand graded. Ties will be broken as follows:

### **First Tiebreaker**

- The student who progressed furthest through the entire test without making an error will be rated higher. Proceed to the second tiebreaker only if both tests are identical.

### **Second Tiebreaker**

- The student who submitted his or her completed test first will be rated higher.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbla.org/tiebreakers.php](http://www.pafbla.org/tiebreakers.php).

## **Region Awards**

Each region may decide the number and type of awards to be presented at the RLC.

## **State Awards**

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

## **National Conference Eligibility**

The first- and second-place award winners at the State Leadership Conference are eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the [National Chapter Management Handbook](#) for official National Leadership Conference event guidelines.

In the event that the first- or second-place winner cannot attend, it is the responsibility of the:

### **local chapter adviser**

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

### **PA FBLA Executive Director/State Chairman**

- to contact the next eligible award winner about participating at the National Leadership Conference.

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## **Standards of Mailability**

Materials submitted in this event are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error:

1. Omission of a nonessential part(s) of a document (Examples: reference initials, enclosure notation, etc.)
2. Minor error in vertical placement.
3. Minor error in horizontal placement.
4. Minor spacing errors.
5. Inserted or omitted words that do not change the meaning of the sentence.
6. Transposed words that do not change the meaning of the sentence.

The following will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error:

1. Failure to follow specific directions.
2. Keying or spelling errors.
3. Inserted or omitted words that change the meaning of the sentence.
4. Omission of essential parts of a document (Examples: date, inside address, etc.).
5. Format Guide not followed.

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USE THE FOLLOWING METHOD TO DETERMINE THE FINAL  
SCORE FOR THIS COMPETITOR

## Word Processing I

Total Points Received on the Production Portion	_____	
Multiplied by	x	.85
Equals Final Score on Production Test .....		(a) _____
Objective Test Score	_____	
Multiplied by	x	.15
Equals Final Score on Objective Test .....		(b) _____
ADD (a) AND (b) FOR FINAL SCORE .....		(c) _____

Names: \_\_\_\_\_

Region: \_\_\_\_\_ School: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS (scores checked for accuracy)	
<input type="checkbox"/>	Co-Competitive Events Coordinator _____
<input type="checkbox"/>	Chief Administrator _____
<input type="checkbox"/>	Official Checker _____