
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 the entry level.

Competencies

Production Competencies

Participants should be well prepared in the production of all types of business forms, which may include letters, memorandums, tables, reports, mail merge, e-messages, statistical reports, e-mail messages, and materials from rough drafts and unarranged copy. Results will be based on mailable copy and the Format Guide.

Objective Test Competencies

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

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,

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.

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.

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 production 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.pafbla.org/importantdates.php, which is posted on the PA FBLA web site.

Region Procedure—Production Testing

The following procedures must be used:

1. The production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided.
2. 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.
3. The FBLA Format Guide and dictionaries may be used as reference materials. No other materials are permitted to be used.
4. The Format Guide may be used at the test site. The Format Guide may be downloaded from www.pafbla.org.
5. 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.
- 6: 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.
7. Voice recognition software may be used where appropriate. The local chapter must provide the software.
8. 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 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.**

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2. The participant must comply with the PA FBLA Dress Code which can be found at 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. 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. 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 production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided.
3. If at any time during this process it is determined that the student will not be taking the test, the test administrator must notify the PA FBLA Executive Director/State Chairman IMMEDIATELY. The PA FBLA Executive Director/State Chairman will contact the next eligible competitor.
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. 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.
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 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. 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. 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 production 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.

All objective tests will be graded through the online test service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked higher.

Tiebreaker implementation examples can be found in this handbook or at www.pafb1a.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.

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.

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

Word Processing II

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 _____