

Word Processing II

A high level of word processing skills 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.

Competencies

Participants should be well prepared in the production of all types of business forms, which may include letters, memorandums, reports, tables, resumes, statistical reports and material from rough draft and unarranged copy. Results will be based on mailable copy and the Format Guide.

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.

Business Education Curriculum Standards:

Communication, Information Technology

Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

No member may have competed in this event at a previous National Leadership Conference.

Procedure

Note: Please refer to the Event Regulations section at the beginning of these guidelines for additional information.

School Site

One (1) 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.

Results will be based on the Format Guide and mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability in the Special Information section of these guidelines.)

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.

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

Objective Test

The online written test will constitute 15% of the final score.