

WORD PROCESSING

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

Eligibility

Each chapter may submit individual who are members from active local chapters, on record in the national center as having paid membership dues by SBLC of the current school year.

Overview

This event consists of two (2) parts: an objective test and a production test, both administered prior to SBLC. Participants are required to complete both parts to be eligible to win an award.

A one (1) hour objective test will be administered prior to SBLC based on the objective test competencies. The score received on this portion of the event will constitute 20 percent of the final event score. Nongraphing calculators may be used.

Two (2) hours will be given for the school-site production test at a site designated by the state chair/state adviser. Calculators are not allowed on the production portion of the test. The score received on this portion of the event will constitute 80 percent of the final event score.

Guidelines

- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Standards of Mailability, and Format Guide.
- Documents produced must be prepared by the PBL competitors without help from the adviser or any other person.
- The production test will be used to break a tie.

Objective Test Competencies

- basic computer concepts
- document formatting rules and standards
- grammar, punctuation, spelling, and proofreading
- word processing applications

Production Competencies

- production of all types of business forms
- letters
- memorandums
- tables
- reports
- statistical reports
- materials from rough draft and unarranged copy