FBLA High School State Word Processing
Production Test Rating Sheet - 2024 District

	Points Possible	Points Earned
Job 1: Business Letter with Advanced Features		
Copy entered correctly	7	0
Correct format	7	0
Advanced features (2nd page heading, bulleted and numbered lists, etc.) handled correctly	6	0
Total Possible for Job 1	20	0
Job 2: Table		
Copy entered correctly	6	6
Correct format including formula for totals	9	5
Total Possible for Job 2	15	11
Job 3: Memo		
Copy entered correctly	6	0
Correct format	9	0
Total Possible for Job 3	15	0
Job 4: Mail Merge Letter		
4-A--Master Letter: Copy entered correctly	6	4
4-A--Master Letter: Correct format	7	0
4-B--Merged Letters: All four letters merged and printed	6	6
4-C--Data Source: Shows all four letter recipients correctly entered	6	6
Total Possible for Job 4	25	16
Job 5: Personal Business Letter		
Copy entered correctly	5	0
Correct format	5	0
Total Possible for Job 5	10	0
Job 6: Table of Contents		
Copy entered correctly	6	0
Correct format	9	0
Total Possible for Job 6	15	0
Additional deductions for spelling/grammar/word omission per Format Guide (2-slight correction; 5-serious correction)	-5	
Total Possible	100	22
Student Name: Kiley Mcclain		
School: Lehigh CTI		
State: Pennsylvania		
Judge's Signature: CJB 3/25/2024 01:46:41 AM UTC		

Comments:

Judge Notes
Job 2 (Table) – Vertically center the table. Horizontally center the two-line title. Capitalize the first line of the title. Center the numerical data under the column heading. Suggestion: Make your table narrower. There is too much wasted space in the columns.

Job 4 (Mail Merge) – Inside address needs to be moved from the end of the letter to the top of the letter and be single spaced. Include a dateline. Top margin should be 2”. There is too much spacing between paragraphs—double space only. Quadruple space in the signature block to allow enough room for the writer to add his/her signature. Add an Enclosure notation to the end of the letter. Use titles such as Mr. or Ms. In the letter address and also in the greeting. Do no use the full name in the greeting—title and last name (Mr. Smith). Also, use open punctuation as specified in the format guide.