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

	Points Possible	Points Earned
Job 1: Business Letter with Advanced Features		
Copy entered correctly	7	7
Correct format	7	0
Advanced features (2nd page heading, bulleted and numbered lists, etc.) handled correctly	6	3
Total Possible for Job 1	20	10
Job 2: Press Release		
Copy entered correctly	6	4
Correct format	9	0
Total Possible for Job 2	15	4
Job 3: Memo		
Copy entered correctly	6	6
Correct format	9	7
Total Possible for Job 3	15	13
Job 4: Mail Merge Letter		
4-A--Master Letter: Copy entered correctly	6	0
4-A--Master Letter: Correct format	7	0
4-B--Merged Letters: All four letters merged and printed	6	0
4-C--Data Source: Shows all four letter recipients correctly entered	6	0
Total Possible for Job 4	25	0
Job 5: Personal Business Letter		
Copy entered correctly	5	0
Correct format	5	0
Total Possible for Job 5	10	0
Job 6: Minutes		
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)	----0----	0
Total Possible	100	27

Student Name: Kiley Mcclain
School: Lehigh CTI
State: Pennsylvania

Judge's Signature:  12/20/2023 12:30:50 PM UTC

Comments:

Judge Notes

Spell out the date in Job 1Return address should be single spaced.Missing salutationLetter should be single spaced with double space in between paragraphs. Missing the closing. Press Release Missing the titleMissing the ##Missing contact info - Did you follow the most current format guide?Remove New YorkMemoBody needs to be single spaced