

2024 FBLA High School Regional Conference

Word Processing Production Test

1. Turn off all electronic devices.
2. Each page produced should include a header or footer containing your name, school, chapter name, and job number.
3. You have **one hour** to complete this test. Additional time will be allowed for general directions and warm-up. There is a possibility that you may not complete the entire test. Judges will consider the overall quality, as well as quantity, of your work when judging this event. Sometimes the problems are designed to build upon prior work.

<u>Job No.</u>	<u>Document Type</u>	<u>Point Value</u>
1	Business Letter with Advanced Features	20
2	Press Release	15
3	Memo	15
4	Mail Merge	25
5	Personal Business Letter	10
6	Minutes	15

4. Please name all files *Lastname_Firstname_JobX.pdf* (example: *Sanders_Melissa_Job1.pdf*) to ensure that judges are always able to match the correct file with your submission.
5. At the completion of each job, **print** the job as a .pdf, and make sure you remember where it is saved on the computer. At the end of your testing time, you will upload all your .pdfs to a cloud storage space (Dropbox, Google Drive, One Drive, etc.) It is suggested that you create this cloud storage space before starting the test, and practice saving to it. **It is extremely important that the URL be publicly accessible, shareable, and with no password protection.** If the judges can't access the URL, then your submission cannot be scored.
6. Proofread all work because results are based on accuracy of your documents. Your documents will be evaluated by a panel of judges, and all decisions of the judges are final.
7. After the test begins, no help may be given to you concerning the normal operation of the equipment or software. However, if your computer has issues, alert the proctor.
8. When you have completed the test, send the URL of your cloud storage space to your chapter adviser so they may attach it to your competitive event registration record.
9. Remember that you will be required to complete the second portion of the competition, an objective test covering relevant theory, vocabulary, and application knowledge. This objective test will count for 15 percent of your final score. Both portions of the event must be completed to be eligible for an award.
10. Turn in all your materials, including this test and any documents you may have printed, to the proctor.

**DO NOT OPEN THE TEST UNTIL GIVEN PERMISSION TO DO SO.
GOOD LUCK!**

2024 Regionals Word Processing Production Test

JOB 1: BUSINESS LETTER WITH ADVANCED FEATURES (20 POINTS)

Please key this as a two-page letter according to the FBLA Format Guide.

The letter is to Ms. Cruella de Vil, 101 Dalmatian Road, Croatia, FL 12345-2207. The letter is from Roger Radcliffe, Senior Actuary. Supply missing letter parts. Place italicized words into a bulleted list (but do not italicize). Place the requested information at the end of the letter into a numbered list (but do not italicize):

I'm pleased that you have chosen Pongo Life Insurance Co. as the place where you want to complete your job shadow experience. I believe that you will learn a great deal about being an actuary by spending two days at Pongo with me.

To help you prepare for your visit, I have listed some of the things you should know about actuaries:

Gather and analyze statistics to determine probabilities of death, sickness, injury, disability, unemployment, retirement, and property loss.

Specialize in either life and health insurance or property and casualty insurance; or specialize in pension plans or employee benefits.

Hold a bachelor's degree in mathematics or a business area, such as actuarial science, finance, or accounting.

Possess excellent communication and interpersonal skills.

Also, I have enclosed actuarial career information published by the Society of Actuaries (life and health insurance), Casualty Actuarial Society (property and casualty insurance), and The American Society of Pension Actuaries (pensions). These three associations offer actuaries professional certification through a series of examinations. We can discuss the societies and the importance of obtaining the professional designations they offer.

A good two-day period for you to be with me is the last Thursday and Friday of the month. My activities on those days will give you a good orientation. Can you be here from 8:30 a.m. to 5 p.m.? Casual business dress is appropriate. My office is on Floor 37 of the Pongo Building. The address of the Pongo Building is 11548 Old Perdita Drive, Badun, FL, 12332-3457.

There will be several others job shadowing with me that day and we have planned a golf outing for you as well as the others. Please send the information requested below so we can wrap up final plans for the outing.

Please email me at rradcliffe@pongo.com with the following information:

Name

Address

City, State, Zip

Phone

Email

What is your golf handicap?

Will you require a caddy?

Will you require a golf cart?

Indicate whether you will play nine or 18 holes.

Print to .pdf Job 1: Letter with Advanced Features

JOB 2: PRESS RELEASE (15 POINTS)

Directions: Prepare a press release based on the information given and following the FBLA Format Guide.

Your FBLA Adviser, Ryan Evans, has asked you to prepare the following press release for release at 8:30 a.m. on March 3, 2024:

The local FBLA chapter at McGuire High School was able to raise nearly \$400 at yesterday's March of Dimes fundraiser. The March of Dimes is a nonprofit organization whose mission is to lead the fight for the health of all mothers and babies. Their goals are to end preventable maternal health risks and deaths, end preventable preterm birth and infant death, and close the health equity gap.

For the fundraiser, students collected donations and sold MHS wristbands. Wristbands are still available and can be purchased at McGuire High School. For more information, or to make a donation, contact Ryan Evans, FBLA Adviser, at McGuire High School, 523 Lizzie Street, Brooklyn, NY, 54369. You can also reach Mr. Evans by email or phone at revans@mcguire.edu or 982-534-2354.

Print to .pdf Job 2: Press Release

JOB 3: MEMO (15 POINTS)

Create a memo to all Florida FBLA members according to the FBLA Format Guide. The memo is from you, and you are the president of your Frontierland High School FBLA Chapter. Use the current date. The subject is Constitutional Debate at Orlando Convention Center.

Save the date of Friday, February 23, 2024, on your calendar. Thirty members of the Frontierland High School FBLA chapter will be presenting a Constitutional Debate at the Orlando Convention Center. This debate is funded in part by a grant from the Constitutional Society in Washington, D.C. and FBLA chapters throughout the United States.

The debate will take place at 10:30 a.m. Friday, February 23, 2024, in the Disney Room on the second floor of the Orlando Convention Center, 333 South Liberty Street, Orlando, FL, 33602. The public is invited. Lunch is available at the convention center immediately following the debate. For reservations, please contact Mary Jones, Director of Convention Services, by phone at (813) 974-0000 or by email at mjones@orlandocc.gov.

Tickets to attend the debate and lunch are being paid for by FBLA, but each chapter is responsible for their travel expenses. Contact your FBLA chapter adviser for more details.

Print to .pdf Job 3: Memo

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JOB 4—MAIL MERGE LETTER (25 POINTS)

Key the following letter in accordance with the FBLA Format Guide. The salutation of each letter should include “Dear” and be followed by the parent’s name(s). The student’s name should be included in the first sentence after the text “Your child,”. The letter is from Kelly Johns, Second Grade Teacher. Supply all necessary letter parts; use the current date.

Use the following names and addresses for the letters:

Parents: Mr. & Mrs. John Anderson
Student: Chelsea
Address: 14533 Lakeshore Drive
Kearney, NE 60018

Parents: Mr. & Mrs. Alberto Gonzalez
Student: Maya
Address: 1237 Second Avenue
Kearney, NE 60019

Parents: Ms. Janice Andrews
Student: Adrian
Address: 15643 Prairie View Drive
Kearney, NE 60018

Parents: Mr. and Mrs. Brett Wong
Student: Grant
Address: 13942 Oak Street
Kearney, NE 60020

The second-grade class at Aldrin Elementary School will be presenting their annual spring concert on Thursday, March 14, 2024, at 7 p.m. Your child, _____, has put in many hours of rehearsal for this event, and the entire class is excited to share their talents with you and all the parents of our second graders. We hope to see you at the concert. If you should have any questions, you can call the school at 703-555-5555 or email me at kjohns@aldrinthisschool.edu.

Print to .pdf Job 4-A. Print one copy of the letter showing the merge fields

Print to .pdf Job 4-B. Print each of the merged letters

Print to .pdf Job 4-C. Print a copy of the data source

JOB 5: PERSONAL BUSINESS LETTER (10 POINTS)

Key this as a personal business letter according to the FBLA Format Guide.

The letter is to Ms. Mirabel Madrigal, Tacos to Go, 653 Encanto Road, Orlando, FL 35578. The letter is from you, so please supply your name and 1589 Main Street, Orlando, Florida, 35578 as your address as the writer of this personal business letter. Use the current date.

Future Business Leaders of America (FBLA) is a student organization with the goal of preparing students for future careers in business. I will be competing in the Business Plan event at the upcoming Florida FBLA State Leadership Conference. The topic for the event is to create a business plan. I am interested in beginning a food truck.

As a successful food truck owner, I would like to request a meeting with you to discuss the steps you took to secure the funding for your food truck and the ideas you have implemented to ensure the success of your food truck business. Any advice you can provide will be appreciated. I can be reached at 703-444-5555 or at smiller@thisemail.com.

Print to .pdf Job 5: Personal Business Letter

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JOB 6: MINUTES (15 POINTS)

Key and format the following Minutes in accordance with the FBLA Format Guide. Use your name as the chapter's secretary.

Minutes of Walt High School FBLA meeting for January 22, 2024.

Call to Order: 3:15 p.m.

Attendance: 20 of 26 members were in attendance.

Minutes: The minutes of the December 6, 2023, meeting were read. Ursula Seawitch moved to approve the minutes as read. The motion was seconded, and the minutes were approved.

Treasurer's Report: Treasurer Goofy Goof reported a balance of \$1,512 as of January 20, 2023. The report was filed.

Committee Reports: Belle Beast, Chair of the Social Media Committee, reported that Facebook and Instagram posts advertising the rest of the meetings for the current school year have been created and scheduled.

Christopher Robin, Chair of the Competitive Events Preparation Committee, reported that the next competitive event practice session has been scheduled for Monday, February 17, at 3:15 p.m. in Room 223.

Unfinished Business: None

New Business: None

Announcements: The next meeting will be on February 20, 2024, at 3:15 p.m.

Adjournment: 4:10 p.m.

Print to .pdf Job 6: Minutes