

STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Computer Applications, and Word Processing.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

- Omission of a nonessential part(s) of a document.
(e.g. reference initials, enclosure notation, etc.)
- Minor error in vertical placement.
- Minor errors in horizontal placement.
- Minor spacing errors.
- Inserted or omitted words that do not change the meaning of the sentence.
- Transposed words that do not change the meaning of the sentence.

Errors that will make copy mailable with slight corrections will result in a penalty of two (2) points. The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error:

- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Formatting error
- Failure to follow direction