

# FUNDAMENTAL WORD PROCESSING (200)

## REGIONAL – 2016

### Production Portion:

Job 1: Speech \_\_\_\_\_ (100 points)

Job 2: Memorandum \_\_\_\_\_ (100 points)

Job 3: Letter \_\_\_\_\_ (100 points)

Job 4: Table (without borders) \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(400 points)***

**Failure to adhere to any of the following rules will result in disqualification:**

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation

No more than 60 minutes testing time

No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

## GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Key all jobs according to the instructions given.
3. Correct any errors in formatting. Use formatting shown in the Professional Business Associates *Style & Reference Manual*.
4. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should NOT appear on any work you submit.
5. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

*Example:*

	}}
99-9999-9999	
Job 1	
	}}

6. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
7. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

## Job 1—Speech

### Directions:

Prepare the following speech for Nancy Wells, according to the *Style & Reference Manual*. Use Arial 12 point font for the title and subtitle; use Arial 10 point font for the body of the speech.

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### PROFESSIONAL BUSINESS ASSOCIATES

#### Welcome New Employees!

Welcome to your first day at Professional Business Associates. We are happy that you chose our company to invest your time and talents, and we think you will be pleased you did.

At our New Employees Orientation today, you will learn about what it means to be a representative of Professional Business Associates. We are proud of what we do, and we have hired you to carry on that same pride. You will hear from the managers of some of our main departments, who will explain their department's function within the company.

Your orientation will last until noon. At that time we will have a catered lunch for you in the corporate conference room on the sixth floor. I'll join you again at that time. For now, please help me welcome Edna Renick from the Administrative Support Department.

## Job 2—Memorandum

### Directions:

Prepare a memo from Nancy Wells to Harvey Rosen, Tom Carlson, Julie Smith, Roger Meyer, and Edna Renick, according to the *Style & Reference Manual*. Use the date February 9, 2016.

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This is a reminder of the upcoming New Employee Orientation meeting we are hosting a week from Friday. I will open the meeting and then leave it up to you to carry out the remainder of the morning's activities. I plan to join everyone again for lunch. If at all possible, please clear your calendar to have lunch with the new employees. I think it sends a great message that we value each and every one of them.

I created the following schedule based on your current calendars. You can switch times with each other if you wish, but please do so before Cindy prints the agenda next week.

9:00	Nancy Wells—Welcome
9:10	Edna Renick
10:00	Harvey Rosen
10:00	Break (coffee and rolls)
10:15	Julie Smith
11:15	Break
11:30	Roger Meyer
Noon	Lunch

Thank you for making this a special morning for all of our new employees.

### Job 3—Letter

**Directions:**

Prepare a letter to Matthew Rodriguez, according to the *Style & Reference Manual*. Use the date January 28, 2016.

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Mr. Matthew Rodriguez  
4629 E. Columbia Road  
Cincinnati, OH 45212

Dear Mr. Rodriguez

You are cordially invited to our New Employee Orientation that will be held on Friday, February 19, during your first week at Professional Business Associates. The meeting will start at 9 a.m. and will conclude with a catered lunch for you and other new employees.

At the new Employee Orientation, you will learn about the function of our departments and where you fit in with it all. You will also learn about the benefits of working for Professional Business Associates, such as health and life insurance, paid time off, and other employee benefits. We are sure it will be a valuable session for you.

I look forward to seeing you again on February 19.

Sincerely

Julie Smith, Manager  
Human Resources

## Job 4—Table

### Directions:

Key the following table without borders, according to the *Style & Reference Manual*. Use column heads of time, presenter, and topic. Sort the list by time in ascending order.

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### **New Employee Orientation Friday, February 19, 2016**

9:00	Nancy Wells	Welcome
9:45	Harvey Rosen, Financial Services	Payroll, Financial Regulations
9:10	Edna Renick, Administrative Support	Logistics, Processes, Procedures
10:15	Break (coffee and rolls)	
10:30	Julie Smith, Human Resources	Benefits, Enrollment in Benefits
11:15	Break	
11:30	Roger Meyer, Marketing	Company Image and Branding
Noon	Lunch	



# FUNDAMENTAL WORD PROCESSING (200)

## REGIONAL – 2016

### Production Portion:

Job 1: Speech	_____	(100 points)
Job 2: Memorandum	_____	(100 points)
Job 3: Letter	_____	(100 points)
Job 4: Table (without borders)	_____	(100 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(400 points)</i></b>

**Judges/Graders: Please double check and verify all scores and answer keys!**

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**FUNDAMENTAL WORD PROCESSING - REGIONAL 2016**  
**ANSWER KEY**  
**Page 2 of 6**

<b>Job</b>	<b>Production Standards</b>
<b>Job 1 – Speech</b>	0 errors = 100 points
<b>Job 2 – Memorandum</b>	1 error = 90 points
<b>Job 3 – Letter</b>	2 errors = 70 points
<b>Job 4 – Table (without borders)</b>	3+ errors = 0 points

**400 TOTAL POINTS POSSIBLE**

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*Example:*

}}
99-9999-9999
Job 1
}}

6. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
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## PROFESSIONAL BUSINESS ASSOCIATES

### Welcome New Employees!

Welcome to your first day at Professional Business Associates. We are happy that you chose our company to invest your time and talents, and we think you will be pleased you did.

At our New Employees Orientation today, you will learn about what it means to be a representative of Professional Business Associates. We are proud of what we do, and we have hired you to carry on that same pride. You will hear from the managers of some of our main departments, who will explain their department's function within the company.

Your orientation will last until noon. At that time we will have a catered lunch for you in the corporate conference room on the sixth floor. I'll join you again at that time. For now, please help me welcome Edna Renick from the Administrative Support Department.

#### **Job 1—Speech**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

#### *Notes to Grader on Job 1 Speech:*

Top margin: 1"  
Side margins: 1"  
Font: Arial 12 point for title and subtitle  
Font: Arial 10 point for the body  
Body spacing: QS

Contestant #  
Job 1



On all Jobs, the footer should contain contestant number and job number. If all or part is missing, count as one error on that Job.



## MEMORANDUM

**TO:** Harvey Rosen, Tom Carlson, Julie Smith, Roger Meyer, Edna Renick  
**FROM:** Nancy Wells, Chief Executive Officer  
**DATE:** February 9, 2016  
**SUBJECT:** New Employee Orientation

This is a reminder of the upcoming New Employee Orientation meeting we are hosting a week from Friday. I will open the meeting and then leave it up to you to carry out the remainder of the morning's activities. I plan to join everyone again for lunch. If at all possible, please clear your calendar to have lunch with the new employees. I think it sends a great message that we value each and every one of them.

I created the following schedule based on your current calendars. You can switch times with each other if you wish, but please do so before Cindy prints the agenda next week.

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9:10	Edna Renick
10:00	Harvey Rosen
10:00	Break (coffee and rolls)
10:15	Julie Smith
11:15	Break
11:30	Roger Meyer
Noon	Lunch

Thank you for making this a special morning for all of our new employees.

Reference Initials [Contestant number]

### **Job 2—Memo**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

### *Notes to Grader on Job 2 Memo:*

Top margin: 1"  
Side margins: 1"  
Font: Times New Roman 12 point  
Contestant number should appear in place of  
reference initials.



**FUNDAMENTAL WORD PROCESSING – REGIONAL 2016**  
**ANSWER KEY**  
**Page 5 of 6**

January 28, 2016

Mr. Matthew Rodriquez  
4629 E. Columbia Road  
Cincinnati, OH 45212

Dear Mr. Rodriquez

You are cordially invited to our New Employee Orientation that will be held on Friday, February 19, during your first week at Professional Business Associates. The meeting will start at 9 a.m. and will conclude with a catered lunch for you and other new employees.

At the new Employee Orientation, you will learn about the function of our departments and where you fit in with it all. You will also learn about the benefits of working for Professional Business Associates, such as health and life insurance, paid time off, and other employee benefits. We are sure it will be a valuable session for you.

I look forward to seeing you again on February 19.

Sincerely

Julie Smith, Manager  
Human Resources

Reference Initials [Contestant number]

**Job 3—Letter**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

*Notes to Grader on Job 3 Letter:*

Top margin: 2”  
Side margins: 1”  
Open punctuation  
Font: Times New Roman 12 point  
Contestant number should appear in place of  
reference initials.

Contestant #  
Job 3



## NEW EMPLOYEE ORIENTATION

Friday, February 19, 2016

<u>Time</u>	<u>Presenter</u>	<u>Topic</u>
9:00	Nancy Wells	Welcome
9:10	Edna Renick, Administrative Support	Logistics, Processes, Procedures
9:45	Harvey Rosen, Financial Services	Payroll, Financial Regulations
10:15	Break (coffee and rolls)	
10:30	Julie Smith, Human Resources	Benefits, Enrollment in Benefits
11:15	Break	
11:30	Roger Meyer, Marketing	Company Image and Branding
Noon	Lunch	

**Job 4—Table  
(without borders)**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

*Notes to Grader on Job 4 Table:*

Column headings should be bold, centered, and underscored.

Column headings and text should be aligned at the bottom of the cell.

First column should be center or right aligned; second and third columns should be left aligned.

Font: Times New Roman 12 point

Table should be centered horizontally and vertically on the page.