

FUNDAMENTAL WORD PROCESSING (200)

REGIONAL – 2018

Production:

Job 1 – Letter _____ (100 points)

Job 2 – Memorandum _____ (100 points)

Job 3 – Speech _____ (100 points)

TOTAL POINTS _____ ***(300 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 sixty (60) minutes actual testing time
No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

General Instructions

1. Ensure this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your contestant number in any occasion you would normally key your reference initials.
5. In the lower left hand corner of ALL work submitted (unless otherwise specified) key your contestant number and job number.

Example:

}}
99-9999-9999
Job 1
}}}

6. If you complete the event before the end of the time allotted, notify the proctor. Time could be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your Jobs. Jobs should be in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

JOB 1 – LETTER

DIRECTIONS:

Key the following letter from Tom Carlson, Manager, Information Technology Department using the *Style & Reference Manual* formatting guidelines. Send the letter to Ms. Donna Kolehouse | Kolehouse Trucking | 5453 Freight Way | Howardwick, Texas 79226. No subject line is necessary. Use current date.

Thank you for your interest in our latest line of software. You mentioned that you would be interested in a customized software for your company if the price is in line with your budget.

You will be receiving a catalog within the next week that will provide you with all of the information you requested. I would like to arrange an appointment with you in your office so we can review any questions you may have.

Professionals Business Associates is committed to providing you with the highest-quality software at the most economical pricing. I look forward to talking with you soon.

Sincerely

JOB 2 – MEMO

DIRECTIONS:

Key the following memo to All Company Personnel from Julie Smith, Manager, Human Resources Department using today's date with a subject of employee wellness center using the *Style & Reference Manual* formatting guidelines. Send a copy to Nancy Wells, CEO.

There has been a great deal of interest regarding the new workout facility being built at the Columbus, Ohio, office next year.

Employee health is a concern for Professional Business Associates. We want to ensure our team members, as well as their family members, live a long and healthy life. We believe that a focus on wellness is an important goal we can all work towards.

It will be necessary to gather general information regarding the interest of employees and their immediate families to use the facility. We would also like to get input from you regarding the type of equipment and programs offered. If you are interested in participating in this opportunity, please return the attached survey and also the registration forms, which will need to be approved by your primary care physician, by November 30, 2018.

JOB 3 – SPEECH

JOB 3 - DIRECTIONS:

Key the following speech for the Professional Business Associates National Technology Conference using the *Style & Reference Manual* formatting guidelines.

Business professionals will be invited from across the country to attend the 2018 National Technology Conference in Green Bay, Wisconsin on June 1-4, 2018. The event will be hosted by Professional Business Associates. The theme of the conference is endless opportunities. During the 4 day conference, attendees will be able to participate in workshops, interactive simulations, here keynote speakers, and register to win prizes. Also a behind the scenes tour of the legendary Lambeau Field will be a highlight for many in attendance.

More than 5500 businessmen and women will attend the conference representing approximately 21000 business partners throughout all 50 states.



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Job 1 – Letter	_____	(100 points)
Job 2 – Memorandum	_____	(100 points)
Job 3 – Speech	_____	(100 points)
<i>TOTAL POINTS</i>	_____	<i>(300 points)</i>

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

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Month Date, 2018 (use current date unless otherwise specified)

(QS)

Ms. Donna Kolehouse
Kolehouse Trucking
5453 Freight Way
Howardwick, TX 79226

(DS)

Dear Ms. Kolehouse

(DS)

Thank you for your interest in our latest line of software. You mentioned that you would be interested in a customized software for your company if the price is in line with your budget.

You will be receiving a catalog within the next week that will provide you with all of the information you requested. I would like to arrange an appointment with you in your office so we can review any questions you may have.

Professionals Business Associates is committed to providing you with the highest-quality software at the most economical pricing. I look forward to talking with you soon.

(DS)

Sincerely

(QS)

Tom Carlson, Manager
Information Technology Department

(DS)

Contestant #

Letter
First Page Top Margin: 2"
Second and Subsequent Page Top Margin: 1"
Side Margins: 1"
Use open punctuation

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

Contestant #

Job #



Memo headings are 12 pt. bold

Memorandum

Top Margin: 1"
Side Margins: 1"

MEMORANDUM (16 pt. bold font)

(DS)
TO: All Company Personnel
(DS)
FROM: Julie Smith, Human Resources Department
(DS)
CC: Nancy Wells, CEO
(DS)
DATE: (student was told to use current date)
(DS)
SUBJECT: Employee Wellness Center
(DS)

There has been a great deal of interest regarding the new workout facility being built at the Columbus, Ohio, office this summer.

Employee health is a concern for Professional Business Associates. We want to ensure our team members, as well as their family members, live a long and healthy life. We believe that a focus on wellness is an important goal we can all work towards.

It will be necessary to gather general information regarding the interest of employees and their immediate families to use the facility. We would also like to get input from you regarding the type of equipment and programs offered. If you are interested in participating in this opportunity, please return the attached survey and also the registration forms, which will need to be approved by your primary care physician, by November 30, 2018.

(DS)
Contestant #
(DS)
Attachments

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0 Errors	100 Points
1 Error	90 Points
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3 Errors	50 Points
4+ Errors	0 Points

Contestant #
Job #



NOTE TO GRADERS: “Professional Business Associates” could be included in the title. Comma before the conjunction “and” in a series is optional. Businessmen can be one or two words.

SPEECH FORMATTING Top Margin: 1" Side Margins: 1" Spacing in Body: QS

PROFESSIONAL BUSINESS ASSOCIATES (bold)
(DS)
National Technology Conference (bold)
(QS)

Business professionals will be invited from across the country to attend the 2018 National Technology Conference in Green Bay, Wisconsin on June 1-4, 2018. The event will be hosted by Professional Business Associates. The theme of the conference is “Endless Opportunities.” During the four-day conference, attendees will be able to participate in workshops, interactive simulations, hear keynote speakers, and register to win prizes. Also, a behind the scenes tour of the legendary Lambeau Field will be a highlight for many in attendance.

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