

# FUNDAMENTAL WORD PROCESSING SKILLS (21)

## Regional– 2008

Authored by MarySue Kuykendall

TOTAL POINTS \_\_\_\_\_ (400)

***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 90 minutes actual 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 1-5.
2. Correct all keyboarding errors. Copy is graded on production standards.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should **NOT** appear on any work you submit. **Key your contestant number and job number as a footer in the lower left-hand corner of all work submitted.**
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numerical order.

**Production Standards:**

0 errors =	100 points
<b>1 error =</b>	<b>90 points</b>
<b>2 errors =</b>	<b>70 points</b>
<b>3+ errors =</b>	<b>0 points</b>

JOB 1—Letter

**Directions:** Key the following business letter following using the standards in the Professional Business Associates' Style & Reference Manual. Correct any spelling errors you find and supply necessary letter parts. The letter goes to Mr. Jeremy Owens, 1410 Roselawn Avenue, Artesia, NM 88210 and is from Roger Meyer, Manager of the Marketing Department. Use the current date for the document.

*Thank you very much for coming to the Placement Office at the University of New Mexico for an interview with Professional Business Associates. Since you and I had our visit, I have interviewed on approximately twenty other college campuses and talked to approximately 200 candidates.*

*This has been my first opportunity to review the resumes of these applicants from which I have selected approximately 15% suggesting further interviews. Jeremy, you are included in this group of candidates whose scholastic ability, personality, grooming, motivation, and overall enthusiasm place you in the upper 15% I have interviewed.*

*Our spring interview date at the university has not been definitely established at this time, but as soon as it has been, I will drop you a note. If you are interested, arrange to be placed on our spring interview schedule in the Placement Office. You may recall that we select somewhere between ten and fifteen trainees each year to go through our Management Training Program which runs from the second week in June until the middle or end of September.*

*Again, I commend you for the fine scholastic record you have been able to maintain and at the same time be responsible for 100% of your collage expenses. We look forward to visiting with you again in the spring for I feel certain we both have much to offer each other.*

Job 2—Memorandum

**Directions:** Key the following memorandum and include the table according to the standards in the Professional Business Associates' Style & Reference Manual. The memo goes to Summer Interns from Joyce Raglin, Legal Research Assistant with a copy being sent to Edna Renick. Use the current date and provide an appropriate subject.

As you begin your internship here at Professional Business Associates in my department, I want to make sure you are familiar with several of the abbreviations that are commonly used in our communications. The following table includes an example of the terms.

AE	assignee
aff	affirm(ed)
agt	agent
ans	answer
AR	assignor

Familiarization with these abbreviations will make your job much easier and clearer while going over the many legal documents that you will be reviewing.

Job 3--News Release

**Directions:** Format and key the following news release according to the Professional Business Associates' standards. Use the current date as the release date. The news release is from Tom Carlson, 5454 Cleveland Avenue, Columbus, OH 43231-4021, 614-555-5522

The title is: Professional Business Associates Reveals New Product.

Professional Business Associates has introduced a new electronic device that will enhance today's communications market—the Smooth Operator. The Smooth Operator is among the smallest and lightest in wireless models available today.

Available in the U.S. exclusively from Professional Business Associates, the Smooth Operator can be used by customers within the broadest domestic and international coverage area for wireless data services of any U.S. carrier. The Smooth Operator measures just 2 x 2.5 x 0.6", weighs approximately 3.6 ounces. It builds on the proven and popular model's experience to offer innovative features and enhanced multimedia capabilities. It offers a 2-megapixel camera and spell checker for e-mail.

The Smooth Operator will provide customers the personal productivity and flexibility they want. It keeps them connected to the important people and content in their lives with messaging, music and other capabilities.

Job 4--3-Column Document

**Directions:** Create a 3-column announcement for the Professional Business Associates picnic according to the following information. Be sure to include WordArt, bullets, and one or two appropriate graphics to create a document that will create interest and will be eye appealing.

Column 1:

Registration for contests begins at 10:00 a.m.

A tour of the zoo will take place at 1:00 p.m.

Prizes will be awarded to winners.

Column 2:

What: Professional Business Associates Picnic

Where: Grandview Park Zoo

When: Saturday, January 12

Column 3:

All employees and their family members are invited.

Fun and games for all.

Let your supervisor know how many in your family will attend by Friday, January 4.



# FUNDAMENTAL WORD PROCESSING SKILLS (21)

## *KEY*

### Regional—2008

#### Production

- Job 1—Letter \_\_\_\_\_ (100 points)
- Job 2—Memo \_\_\_\_\_ (100 points)
- Job 3—News Release \_\_\_\_\_ (100 points)
- Job 4—3-Column Document \_\_\_\_\_ (100 points)

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

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#### ***Judges/Graders:***

Please double-check and verify all scores!

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*GENERAL INSTRUCTIONS*

1. Make certain this test booklet contains Jobs 1-4.
2. Correct all spelling errors. Copy is graded on production standards.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should **NOT** appear on any work you submit. **Key your contestant number and job number as a footer in the lower left-hand corner of all work submitted.**
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numeric order.





**JOB 1—Letter – 2” Top Margin**

(current date)

Mr. Jeremy Owens  
1410 Roselawn Avenue  
Artesia, NM 88210

**Grader Notes**

- Count each correctly found error 6 points each.
- For the other 70 points apply the production standards:  
0 errors = 70 points  
1 error = 60 points  
2 errors = 50 points  
3+ errors = 0 points

Dear Mr. Owens

Thank you very much for coming to the Placement Office at the University of New Mexico for an interview with Professional Business Associates. Since you and I had our visit, I have interviewed on approximately twenty other college campuses and talked to approximately 200 **candidates**.

This has been my first opportunity to review the resumes of these applicants from which I have selected approximately 15% suggesting further interviews. Jeremy, you are included in this group of **candidates** whose scholastic ability, personality, grooming, motivation, and overall enthusiasm place you in the upper 15% I have interviewed.

Our spring interview date at the university has not been **definitely** established at this time, but as soon as it has been, I will drop you a note. If you are **interested**, arrange to be placed on our spring interview schedule in the Placement Office. You may recall that we select somewhere between ten and fifteen trainees each year to go through our Management Training Program which runs from the second week in June until the middle or end of September.

Again, I commend you for the fine scholastic record you have been able to maintain and at the same time be responsible for 100% of your **college** expenses. We look forward to visiting with you again in the spring for I feel certain we both have much to offer each other.

Respectfully

Roger Meyer, Manager  
Marketing Department

***Contestant number***

Contestant #  
Job 1



## MEMORANDUM

**TO:** Summer Interns

**FROM:** Joyce Raglin, Legal Research Assistant

**CC:** Edna Renick

**DATE:** (current date)

**SUBJECT:** Legal Term Shorthand

*Subject line may vary.*

As you begin your internship here at Professional Business Associates in my department, I want to make sure you are familiar with several of the abbreviations that are commonly used in our communications. The following table includes an example of the terms.

AE	assignee
aff	affirm(ed)
agt	agent
ans	answer
AR	assignor

Familiarization with these abbreviations will make your job much easier and clearer while going over the many legal documents that you will be reviewing.

xx (*contestant number*)



**Job 3—NEWS RELEASE**

From Tom Carlson  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
614-555-5522

Release (current date)

**PROFESSIONAL BUSINESS ASSOCIATES REVEALS NEW PRODUCT**

Professional Business Associates has introduced a new electronic device that will enhance today's communications market—the Smooth Operator. The Smooth Operator is among the smallest and lightest in wireless models available today.

Available in the U.S. exclusively from Professional Business Associates, the Smooth Operator can be used by customers within the broadest domestic and international coverage area for wireless data services of any U.S. carrier. The Smooth Operator measures just 2 x 2.5 x 0.6", weighs approximately 3.6 ounces. It builds on the proven and popular model's experience to offer innovative features and enhanced multimedia capabilities. It offers a 2-megapixel camera and spell checker for e-mail.

The Smooth Operator will provide customers the personal productivity and flexibility they want. It keeps them connected to the important people and content in their lives with messaging, music and other capabilities.

###



### **JOB 4—3-Column Document**

The students were given the following information:

**Directions:** Create a 3-column announcement for the Professional Business Associates picnic according to the following information. Be sure to include WordArt, bullets, and one or two appropriate graphics to create a document that will create interest and will be eye appealing.

Column 1:

Registration for contests begins at 10:00 a.m.

A tour of the zoo will take place at 1:00 p.m.

Prizes will be awarded to winners.

Column 2:

What: Professional Business Associates Picnic

Where: Grandview Park Zoo

When: Saturday, January 12

Column 3:

All employees and their family members are invited.

Fun and games for all.

Let your supervisor know how many in your family will attend by Friday, January 4.

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*An example key is on the following pages. Student work will vary. Grading should be based on the completeness of the information, creativity, and inclusion of all parts: graphics, WordArt, bullets and overall eye appeal.*

CONTEST  
REGISTRATION

Begins at 10:00 AM

ZOO TOUR

1:00 PM

**Prizes will be  
awarded to the  
winners!**

Contestant #  
Job 4

# What:

**Professional Business  
Associates Picnic**

# Where:

**Grandview Park Zoo**

# When:

**Saturday, January 12**



- **All employees and their families are invited.**
- **Fun and games for all**
- **Let your supervisor know how many in your family will attend by Friday, January 4.**