

FUNDAMENTAL WORD PROCESSING SKILLS (21)

Regional—2007

Production

- Job 1—Letter _____ (100 points)
 - Job 2—Memo _____ (100 points)
 - Job 3—Table _____ (100 points)
 - Job 4—Flyer _____ (100 points)
- 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 60 minutes testing time
 No more than ten (10) minutes wrap-up

Do **NOT** open test booklet until instructed to do so.

Property of Business Professionals of America.
 May be reproduced only for use in the Business Professionals of America
 Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
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

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points

JOB 1—Letter

Directions: Key the following business letter following Professional Business Associates format. Correct any spelling errors you find. Use the current date for the document.

Ms. Lillian Frankel, 6733 Elm Street, St. Louis, Missouri 63101

Thank you for agreeing to conduct your seminar, Health and Illness Prevention in the Workplace on November 11th. As I told you, our company saw a marked increase in the number of employees who took two or more sick days last year. We are hoping your seminar will provide our employees with facts about infectious diseases and tips on how to avoid catching the many “bugs” that make their way through offices in the winter time.

Enclosed please find your round-trip plane ticket from St. Louis to Columbus. My assistant, Allison Gables, will meet you at the Columbus airport and take you to the Columbus Downtowner Hotel on the evening of Monday, November 10th. Allison will meet you in the hotel lobby on Tuesday morning at 8:00 a.m. and provide you transportation to our corporate offices.

If you should have any materials you would like reproduced and available for the participants, please send them to Allison by Wednesday, November 5th. We will have them ready for you when you arrive. Additionally, let Allison know if you will need any technology, i.e., overhead projector, LCD projector, microphone, etc., during your presentation. We have a knowledgeable audio/visual staff which has available any type of equipment you may need.

We look forward to your seminar. You were highly recommended as having a fun, informative, and enlightening presentation.

Sincerely, Julie Smith, Manager, Human Resources

JOB 2—Memo

Directions: Send the following memo to all employees from Julie Smith, Human Resources, regarding the upcoming Health and Illness Prevention in the Workplace Seminar. Use the current date. The subject is Health and Illness Prevention in the Workplace Seminar.

In response to the high absenteeism last year due to illness, I would like to announce a unique opportunity for all employees of Professional Business Associates. Lillian Frankel, R.N., will conduct a seminar on Health and Illness Prevention in the Workplace on November 11. Ms. Frankel comes highly recommended as conducting a fun, educational and enlightening seminar on infectious diseases and their prevention.

We will be posting on company bulletin boards a schedule for the seminar. The seminar lasts about two hours. We will do our best to schedule departments so there is little to no disruption of services to our customers.

JOB 3—Table

*Directions: Create the table below to be posted on company bulletin boards. The title for the table will be **Health and Illness Prevention in the Workplace Seminar Schedule**. The subtitle will be the current date. Shade those rows containing the times 1:30 – 3:30 p.m.*

*Print the table **without** gridlines. Double space the body of the table.*

Department	Employees	Session
Human Resources	Clerks and Mid-Managers	I (9:30 a.m. – 11:30 a.m.)
Human Resources	Supervisors and Upper Managers	II (1:30 p.m. – 3:30 p.m.)
Sales	Clerks and Mid-Managers	I (9:30 a.m. – 11:30 a.m.)
Sales	Supervisors and Upper Managers	II (1:30 p.m. – 3:30 p.m.)
Marketing	Clerks and Mid-Managers	I (9:30 a.m. – 11:30 a.m.)
Marketing	Supervisors and Upper Managers	II (1:30 p.m. – 3:30 p.m.)

Job 4 – Flyer

Directions: Create a flyer to be posted on company bulletin boards advertising the upcoming seminar. Include ALL of the following information.

Include clipart and a border of your choice, appropriate for the flyer.

Health and Illness Prevention in the Workplace

Lillian Frankel, R.N., Presenter

(Key current date)

Marketing Department Conference Room

Session I – 9:30 a.m. – 11:30 a.m.

Session II – 1:30 p.m. – 3:30 p.m.

Watch bulletin boards for when you are scheduled to attend

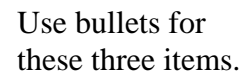
A Few of the Helpful Tips to be Presented:

How not to catch a “bug”

How to get rid of a “bug” if you do

How to prevent passing the “bug” on to others

Use bullets for
these three items.





FUNDAMENTAL WORD PROCESSING SKILLS (21)

KEY

Regional—2007

TOTAL POINTS

_____ (400)

Graders:

When grading computer-generated problems, refer to the *Style & Reference Manual* and Production Standards in the *Workplace Skills Assessment Program Guidelines* for further instructions.

Double-check and verify all scores!

Property of Business Professionals of America.
May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.



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.

Production Standards:

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points



JOB 1—Letter – 2” Top Margin

Current Date

Ms. Lillian Frankel
6733 Elm Street
St. Louis, MO 63101

Dear Ms. Frankel

Thank you for agreeing to conduct your seminar, Health and Illness Prevention in the Workplace on November 11. As I told you, our company saw a marked increase in the number of employees who took two or more sick days last year. We are hoping your seminar will provide our employees with facts about infectious diseases and tips on how to avoid catching the many “bugs” that make their way through offices in the winter time.

Enclosed please find your round-trip plane ticket from St. Louis to Columbus. My assistant, Allison Gables, will meet you at the Columbus airport and take you to the Columbus Downtowner Hotel on the evening of Monday, November 10. Allison will meet you in the hotel lobby on Tuesday morning at 8 a.m. and provide you transportation to our corporate offices.

If you should have any materials you would like reproduced and available for the participants, please send them to Allison by Wednesday, November 5. We will have them ready for you when you arrive. Additionally, let Allison know if you will need any technology, i.e., overhead projector, LCD projector, microphone, etc., during your presentation. We have a knowledgeable audio/visual staff which has available any type of equipment you may need.

We look forward to your seminar. You were highly recommended as having a fun, informative, and enlightening presentation.

Sincerely

Julie Smith, Manager
Human Resources

Contestant Number

Enclosure

Contestant #
Job 1

Production Standards:

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points

Grayed text should be corrected



JOB 2—Memo - 1” top margin

MEMORANDUM

TO: All Employees

FROM: Julie Smith, Human Resources

DATE: (Current Date)

SUBJECT: Health and Illness Prevention in the Workplace Seminar

In response to the high absenteeism last year due to illness, I would like to announce a unique opportunity for all employees of Professional Business Associates. Lillian Frankel, R.N., will conduct a seminar on Health and Illness Prevention in the Workplace on November 11. Ms. Frankel comes highly recommended as conducting a fun, educational and enlightening seminar on infectious diseases and their prevention.

We will be posting on company bulletin boards a schedule for the seminar. The seminar lasts about two hours. We will do our best to schedule departments so there is little to no disruption of services to our customers.

Contestant Number

Production Standards:

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points

Grayed text should be corrected

Contestant #
Job 2



JOB 3—Table – Center Vertically and Horizontally

**HEALTH AND ILLNESS PREVENTION IN THE WORKPLACE
SEMINAR SCHEDULE**

(Current Date)

<u>Department</u>	<u>Employees</u>	<u>Session</u>
Human Resources	Clerks and Mid-Managers	I (9:30 a.m. – 11:30 a.m.)
Human Resources	Supervisors and Upper-Managers	II (1:30 p.m. – 3:30 p.m.)
Sales	Clerks and Mid-Managers	I (9:30 a.m. – 11:30 a.m.)
Sales	Supervisors and Upper- Managers	II (1:30 p.m. – 3:30 p.m.)
Marketing	Clerks and Mid-Managers	I (9:30 a.m. – 11:30 a.m.)
Marketing	Supervisors and Upper-Managers	II (1:30 p.m. – 3:30 p.m.)

Production Standards:

0 errors = 100 points

1 error = 90 points

2 errors = 70 points

3+ errors = 0 points




JOB 4 – Flyer

Grader’s Note: Only grade this item on completeness of information and accuracy of typing. Do not grade for creativity (although, they can be as creative as they want!). This is just an example of how it may be presented.

**Health and Illness Prevention
in the Workplace**
Lillian Frankel, R.N., Presenter

November 11, 2006
Marketing Department Conference Room
Session I – 9:30 a.m. – 11:30 a.m.
Session II – 1:30 p.m. – 3:30 p.m.



Watch bulletin boards for when you are scheduled to attend!

A Few of the Helpful Tips to be Presented:

- ⊕ How not to catch a “bug”
- ⊕ How to get rid of a “bug” if you do
- ⊕ How to prevent passing the “bug” on to others

Scoring:

Bullets	10 Points
Clipart	10 Points
Border	10 Points
Mailability	<u>See Chart</u>
Total	100 Points

Production Standards:

0 errors =	70 points
1 error =	63 points
2 errors =	56 points
3+ errors =	0 points