

DESKTOP PUBLISHING (24)

Regional—2007

Production

Job 1	Invitation	_____ (150 pts.)
Job 2	Flyer	_____ (150 pts.)
Job 3	Schedule	_____ (150 pts.)
TOTAL POINTS		_____ (450)

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 for testing/production
 No more than ten (10) minutes wrap-up

Do **NOT** open test booklet until instructed to do so.
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Workplace Skills Assessment Program competition.

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REGIONAL 2007

SCORE SHEET

Job-1 Invitation

	<i>Points</i>	<i>Score</i>	<i>Total</i>
1. Completeness of information	20	_____	
a. Invitation to...			
b. Date			
c. Location			
d. Time			
e. Purpose			
2. Correct size	10	_____	
3. Includes graphic image(s)	10	_____	
4. Accurate spelling, punctuation, & grammar	25	_____	
5. Effective use of fonts, type styles, & type sizes	5	_____	
6. Creativity	30	_____	
7. Overall design & appearance	50	_____	
<i>Total</i>	<i>150</i>	_____	

Job-2 Flyer

	<i>Points</i>	<i>Score</i>	<i>Total</i>
1. Completeness of information	20	_____	
a. Title			
b. Date			
c. Location			
d. Purpose			
2. Correct size	10	_____	
3. Includes graphic image(s)	10	_____	
4. Accurate spelling, punctuation, & grammar	25	_____	
5. Effective use of fonts, type styles, & type sizes	5	_____	
6. Creativity	30	_____	
7. Overall design & appearance	50	_____	
<i>Total</i>	<i>150</i>	_____	

Job-3 Schedule

	<i>Points</i>	<i>Score</i>	<i>Total</i>
1. Completeness of information	20	_____	
a. Title			
b. Date			
c. Location			
d. Schedule			
e. Contact			
2. Correct size & orientation	10	_____	
3. Includes graphic image(s)	10	_____	
4. Accurate spelling, punctuation, & grammar	25	_____	
5. Effective use of fonts, type styles, & type sizes	5	_____	
6. Creativity	30	_____	
7. Overall design & appearance	50	_____	
<i>Total</i>	<i>150</i>	_____	

TOTAL POINTS 450 _____

GENERAL INSTRUCTIONS

1. Make certain the test booklet contains Jobs 1-3.
2. Correct all errors. Copy will be graded on accuracy, creativity, originality, adherence to design principles, and overall appearance.
3. Key your contestant number and job number in the upper right-hand corner of all work submitted. Your name or initials should not appear on any work that you submit.
4. Rough drafts should be limited and submitted behind your final product. Place an X across each rough draft page. You will not be judged on the rough drafts.
5. Software templates may be used, but creativity points may be reduced.
6. Only the graphics included on the testing disk may be used. You may, however, use WordArt, lines, circles, squares, rectangles, polygons, and/or AutoShapes. In addition, you may modify the graphics supplied.
7. If you finish before the end of the testing time, notify the proctor. Time may be a factor in the event of a tie.
8. Be sure to print in black and white only. **Printing in color will result in disqualification.**
9. When turning in your work, place your Scoring Sheet on the top of your jobs. Jobs should be arranged in numeric order.

Directions:

Use only the graphics supplied on the test disk. For your use, the graphics included are printed on the last page of this test. These graphics may be modified for use. WordArt, lines, circles, squares, rectangles, polygons, and/or AutoShapes may also be used.

Job 1: Invitation

Create a quarter-fold invitation, 5½” x 4¼” or 4¼” x 5½”, inviting Professional Business Associates employees and their families to attend a social to welcome the company’s new Wellness Coordinator Mr. Dalton Barnes. The social will take place Wednesday, May 30, 2007, in the Atrium of the Professional Business Associates’ building from 6 p.m.-8 p.m. Refreshments will be provided. The purpose of the social is for PBA employees and their families to meet Mr. Barnes and for him to meet his new colleagues and learn more about the corporation. Resize images as needed. Not all graphic files must be used.

Job 2: Flyer

Create an 8½” x 11” pictorial flyer advertising a welcoming reception for Mr. Dalton Barnes. Mr. Barnes is the new Wellness Coordinator for Professional Business Associates. The reception will take place Friday, June 1, 2007, at O’Shaughnessy Reservoir Park in Columbus, Ohio, beginning at 5 p.m. and ending at 9 p.m. The reception is open to all members of the community. The reception will include a catered barbeque by Flying Pig BBQ. Members of the community and community organizations are invited to attend as the PBA’s Wellness Program will be establishing partnerships to develop programs and wellness-enhancing opportunities for PBA employees. Resize images as needed. Not all graphic files must be used.

Job 3: Schedule

Create an 8½” x 11” schedule in landscape orientation for Wellness Program workshops as Professional Business Associates celebrates “A Week of Wellness”. “A Week of Wellness” will take place from Monday, June 18 thru Friday, June 22, 2007. All workshops will take place in PBA’s Events Hall from 3-5 p.m. The schedule includes:

- Monday: Understanding Wellness
- Tuesday: Walking to a Better View
- Wednesday: Tasty Tricks and Tools
- Thursday: Working Well
- Friday: Conquering Columbus—Having a Well Weekend

If anyone has any questions about the workshops or schedule, they can contact Wellness Coordinator Dalton Barnes at Ext. 409, or dbarnes@pba.org. Resize images as needed. Not all graphic files must be used.

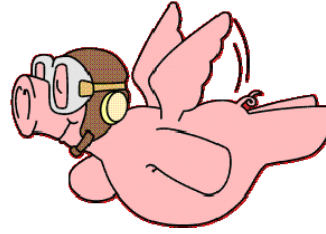
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GRAPHICS FOR REGIONAL TEST



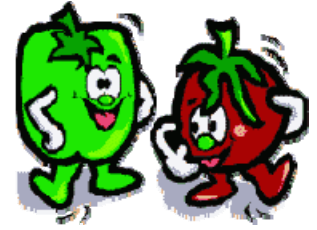
choices_health



columbus



flying_pig



health_food



logo_1



mailbox



mountain_gaze



park



walk_horizon

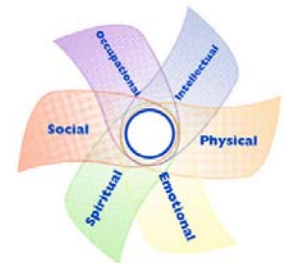


walking_shoes



wellness_cont

Wellness Wheel



wellness_wheel



wellness_web



Your Health. Your Way.

wellness_you



workplace



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KEY

TOTAL POINTS _____ (450)

Graders:

Please double-check and verify all scores!

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**DESKTOP PUBLISHING
 REGIONAL 2007
 SCORE SHEET**

Graders: Contestants should attach this scoring sheet to completed jobs arranged in numerical order.

Job-1 Invitation Points

	<i>Score</i>													
1. Completeness of information	20	_____												
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">a.</td> <td style="width: 50%;">Invitation to...</td> <td style="width: 25%; text-align: center;">d.</td> <td style="width: 20%;">Time</td> </tr> <tr> <td style="text-align: center;">b.</td> <td>Date</td> <td style="text-align: center;">e.</td> <td>Purpose</td> </tr> <tr> <td style="text-align: center;">c.</td> <td>Location</td> <td></td> <td></td> </tr> </table>	a.	Invitation to...	d.	Time	b.	Date	e.	Purpose	c.	Location				
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7. Overall design & appearance	<u>50</u>	_____												
Total	150	_____												

Job-2 Flyer

1. Completeness of information	20	_____								
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">a.</td> <td style="width: 75%;">Title</td> </tr> <tr> <td style="text-align: center;">b.</td> <td>Date</td> </tr> <tr> <td style="text-align: center;">c.</td> <td>Location</td> </tr> <tr> <td style="text-align: center;">d.</td> <td>Purpose</td> </tr> </table>	a.	Title	b.	Date	c.	Location	d.	Purpose		
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NOTE TO GRADERS: Grading of the subjective portion of the jobs for creativity and overall design may be difficult. Evaluation should be based on the level of desktop publishing expertise. It is suggested that all papers be displayed side by side to see which one(s) gain eye appeal and follow sound design principles before allocating points.

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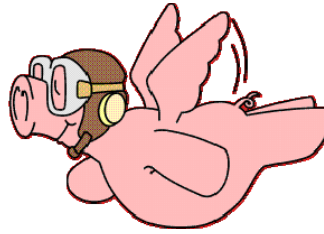
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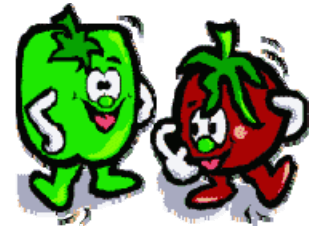
choices_health



columbus



flying_pig



health_food



logo_1



mailbox



mountain_gaze



park



walk_horizon

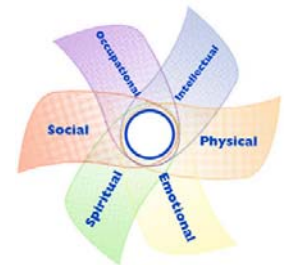


walking_shoes



wellness_cont

Wellness Wheel



wellness_wheel



wellness_web



WELLNESS & YOU!

Your Health. Your Way.

wellness_you



workplace