

FUNDAMENTAL WORD PROCESSING SKILLS (21)

Regional—2006

Production Portion

Job 1	Memorandum	_____ (100 pts.)
Job 2	Proofreading and Letter	_____ (150 pts.)
Job 3	Report	_____ (100 pts.)
Job 4	Table	_____ (100 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 of orientation
 No more than 60 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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GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Correct all errors. Copy is graded on production standards.
3. Use your contestant number for any job where you would normally use your reference initials. 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 60 minutes of testing, notify the proctor. Time may be a factor in determining the winner.
5. When turning in your materials, place your scoring sheet on the top with your typed items in numerical order.

Job 1 - Memorandum

Please key the following memorandum to John Vitale using proper Professional Business Associates' memo format. It is from Julie Smith, Human Resources Department Manager. Use current date. The subject is "Speaker Invitation."

Thank you for agreeing to speak to the members of our organization who belong to The Office Network about beginning a mentoring program. Your interesting presentation on this topic was recommended to us, and I believe it will be an inspiring talk for our organization. We have chosen to adopt a local high school's business students and mentor them while they are participating in our cooperative work program.

The Office Network will meet on March 30, 2006, in the Human Resources Department Conference Room. There will be approximately 15 participants at our monthly meeting.

If you should have any questions, you can contact me at jsmith@pba.org or call me at 1-800-542-5800.

Again, we look forward to hearing your exciting presentation!

Job 2—Letter and proofreading

Please proofread the body text for the following letter. Errors may be found in spelling, grammar, or punctuation. As you key the letter, correct all errors you find. It is from Ms. Julie Smith, Human Resources Department Manager. Use Professional Business Associates format. Use the current date and include an appropriate salutation and closing. The letter is to be sent to Mr. Martin Davidsen, Technical Research Institute, 15 Main Street, Phoenix, Arizona 85038.

Thank you for agreeing to be one of our speakers for our Summer Cooperative Work Program Conference to be held on July 15-16, 2006, at our training center. You are scheduled to speak on Friday and participate in a panel discussion on Saturday.

Your first presentation will be on Friday at 11 a. An informal lunch with our Board of Directors will follow immediately after your address. Your topic, Technology 2006—How to Make Office Work Easier, will fit perfectly with the other presentations being planned for the conference.

We have made arrangements for the projection system that you have requested. All our computers have zip drives and CD-ROM drives, so we should have no trouble loading your presentation. We always have a back-up computer ready if the main one should fail.

We thought you might be interested to know that Samantha Trainer will be our other keynote speaker. She will be talking about software piracy and the recent government crackdowns on illegal use of software. The other seminars cover topics ranging from software usage to using portable mass storage for back-ups.

We are planning your arrival for Thursday evening, July 14th at Columbus International Airport. John Richie will pick you up and take you to your hotel, AmeriSuites. Dinner will be with several of our employees at the Royal Inn. The food and service there are excellent. Our office will arrange all other transportation during your stay. Your return flight will be booked for Saturday evening. We are delighted that you will be staying with us for the entire conference.

Your honorarium for your participation will be as we agreed, \$1,000. We will have the check ready for you at the conference.

Everyone at Professional Business Associates is looking forward to meeting you and exchanging ideas on the direction technology will be taking during the next few years.

If you have any questions or need to make any changes in the plans please let us know. We will do our best to accommodate you.

Job 3—Report

Key the following report from Julie Smith, Human Resources Department Manager. The recipient is Nancy Wells, Chief Executive Officer. Key the report in proper Professional Business Associates' format. The title of the report is Virtual Environmental Center.

A virtual environmental center would utilize communication technologies to network researcher, students at all levels, and the broader civic, government, and business communities in a program of environmental education and interactive learning.

Why a Virtual Center?

The purpose of a virtual environment center is to give large numbers of people from different walks of life an opportunity to study and learn about the environment. Field trips by large numbers of people to ecologically sensitive sites would likely damage the sites being studied.

Assessing the Reality of the Center

The data collected and analyzed indicate that it is feasible and cost effective to network four major coastal properties for Internet, teleconferencing, and real-time interactive field experiences. These properties represent the range of coastal habitats in the southeast and are largely pristine and unaffected by human activities.

Recommended Action

The virtual environmental center is both feasible and cost effective; therefore, the final plans should be presented for approval.

Job 4—Table

Please key the following table for Julie Smith. The title should be Summer Cooperative Work Program Conference. The subtitle will be Seminar Leaders. The column titles should be centered and the text columns should be left aligned. Ms. Smith prefers tables without borders and double-spaced.

Employee	Department	Extension	Workshop
Mallory Jones	Accounting	803	Basic Word Processing
Megan Reese	Transportation	709	Basic Spreadsheets
Hallie Edgar	Development	691	Secrets to Interviewing
Julie Smith	Human Resources	801	Dress for Success
Nancy Wells	CEO	853	Who's the Boss?
Bill Stemm	Development	552	New Types of Mass Storage
Steve Forrester	Sales	159	Can You Be a Salesman?
Sallie Kirkpatrick	Development	491	Advanced Word Processing
Jim Jones	Accounting	457	Basic Bookkeeping
Jeff Kingston	Sales	416	Advanced Spreadsheets



FUNDAMENTAL WORD PROCESSING SKILLS (21)

KEY

Regional—2006

	Production	Points
Job 1	Memorandum	_____ (100 pts.)
Job 2	Proofreading and Letter	_____ (150 pts.)
Job 3	Report	_____ (100 pts.)
Job 4	Table	_____ (100 pts.)
	<i>TOTAL POINTS</i>	_____ (<i>450</i>)

Graders:

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

Double-check and verify all scores!

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FUNDAMENTAL WORD PROCESSING SKILLS (21)

KEY Scoring Sheet

Job	Production Standards
Job 1 – Memorandum	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
Job 2 – Proofreading and Letter	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
+ 50 Proofreading Points (10 per error identified) = 150 pts. for this document.	
Job 3 – Report	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
Job 4 – Table	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
TOTAL POINTS POSSIBLE	(450)



JOB 1—Memorandum

1" Side Margins

MEMORANDUM

Starts at 2"

(DS)

TO: John Vitale

(DS)

FROM: Julie Smith, Human Resources Department Manager

(DS)

DATE: Current Date

(DS)

SUBJECT: Speaker Invitation

(DS)

Thank you for agreeing to speak to the members of our organization who belong to The Office Network about beginning a mentoring program. Your interesting presentation on this topic was recommended to us, and I believe it will be an inspiring talk for our organization. We have chosen to adopt a local high school's business students and mentor them while they are participating in our cooperative work program.

(DS)

The Office Network will meet on March 30, 2006, in the Human Resources Department Conference Room. There will be approximately fifteen participants at our monthly meeting.

(DS)

If you should have any questions, you can contact me at jsmith@pba.org or call me at 1-800-542-5800.

(DS)

Again, we look forward to hearing your exciting presentation!

(DS)

Contestant Number

Graders: This is a footer and must be on all printouts as specified in the contest instructions.

Contestant Number
Job Number



1" Side Margins

Current Date

Starts at 2"

(QS)

Mr. Martin Davidsen
Technical Research Institute
15 Main Street
Phoenix, AZ 85038

(DS)

Dear Mr. Davidsen

(DS)

Thank you for agreeing to be one of our speakers for our Summer Work Program Conference to be held on July 15-16, 2006, at our training center. You are scheduled to speak on Friday and participate in a panel discussion on Saturday.

(DS)

Your first presentation will be on Friday at 11 a.m. An informal lunch with our Board of Directors will follow immediately after your address. Your topic, Technology 2006 – How to Make Office Work Easier, will fit perfectly with the other presentations being planned for the conference.

(DS)

We have made arrangements for the projection system that you have requested. All our computers have zip drives and CD-ROM drives, so we should have no trouble loading your presentation. We always have a back-up computer ready if the main one should fail.

(DS)

We thought you might be interested to know that Samantha Trainer will be our other keynote speaker. She will be talking about software piracy and the recent government crackdowns on illegal use of software. The other seminars cover topics ranging from software usage to using portable mass storage for back-ups.

(DS)

We are planning your arrival for Thursday evening, July 14th at Columbus International Airport. John Richie will pick you up and take you to your hotel, AmeriSuites. Dinner will be with several of our employees at the Royal Inn. The food and service there are excellent. Our office will arrange all other transportation during your stay. Your return flight will be booked for Saturday evening. We are delighted that you will be staying with us for the entire conference.

(DS)

Your honorarium for your participation will be as we agreed, \$1,000. We will have the check ready for you at the conference.

(DS)

Everyone at Professional Business Associates is looking forward to meeting you and exchanging ideas on the direction technology will be taking during the next few years.

Contestant Number
Job Number

**FUNDAMENTAL WORD PROCESSING
REGIONAL 2006
KEY
PAGE 5 of 7**



Martin Davidsen ←

Starts at 1”

Page 2

May 8, 20__ (*Current Date*)

If you have any questions or need to make any changes in the plans please let us **know**. We will do our best to accommodate you.

(DS)

Sincerely

(QS)

Julie Smith

Human Resources Department Manager

(DS)

Contestant Number

Graders:

- 150 points total for this document.
- Students receive 10 points for each error corrected.
- Errors are highlighted on the key.

Contestant Number

Job Number



Starts at 1 inch

Smith 1

Julie Smith

Nancy Wells

Chief Executive Officer

8 May 20__ (*current date*)

Virtual Environmental Center

A virtual environmental center would utilize communication technologies to network researchers, students at all levels, and the broader civic, government, and business communities in a program of environmental education and interactive learning.

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Recommended Action

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Contestant Number
Job Number



JOB 4—Table

**SUMMER COOPERATIVE WORK PROGRAM CONFERENCE
(DS)
Seminar Leaders**

(QS)

<u>Employee</u>	<u>Department</u>	<u>Extension</u>	<u>Workshop</u>
Mallory Jones	Accounting	803	Basic Word Processing
Megan Reese	Transportation	709	Basic Spreadsheets
Hallie Edgar	Development	691	Secrets to Interviewing
Julie Smith	Human Resources	801	Dress for Success
Nancy Wells	CEO	853	Who's the Boss?
Bill Stemm	Development	552	New Types of Mass Storage
Steve Forrester	Sales	159	Can You Be a Salesman?
Sallie Kirkpatrick	Development	491	Advanced Word Processing
Jim Jones	Accounting	457	Basic Bookkeeping
Jeff Kingston	Sales	416	Advanced Spreadsheets

Note to Graders: Be sure table is centered vertically and horizontally. Instructions were given for no borders and double spaced.

Contestant Number
Job Number