

# KEYBOARDING PRODUCTION (20)

## Regional—2005

### Production

- Job 1—Agenda \_\_\_\_\_ (100 pts.)
  - Job 2—Outline \_\_\_\_\_ (100 pts.)
  - Job 3—Memo \_\_\_\_\_ (100 pts.)
  - Job 4—Table \_\_\_\_\_ (100 pts.)
- 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.*

Maximum test time is 60 minutes  
(A five-minute warning will be given to ensure all printing is complete.)

NOTE: The administrator should allow time for orientation, instructions, warm-up, checking equipment, etc., before starting test time.

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

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*Workplace Skills Assessment Program* regional competition.

# KEYBOARDING PRODUCTION (20)

## Scoring Sheet

<b>Job</b>	<b>Production Standards</b>	<b>Points</b>
Job 1— Agenda	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors = 0 points	_____
Job 2— Outline	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors = 0 points	_____
Job 3— Memo	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors = 0 points	_____
Job 4— Table	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors = 0 points	_____
<b><i>TOTAL POINTS</i></b>		_____ ( <b><i>400 pts.</i></b> )

*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—Agenda**

*Directions: Key the following agenda using correct Professional Business Associates format.*

**Regular Meeting of Board of Directors  
July 31, 20\_\_**

Approval of June Minutes—J. Gusset

Reports

Treasurer—T. Meliton  
Membership—F. Parker  
Fundraising—C. Whiteman

Unfinished Business

Hall of Fame Inductees—T. Horner  
Lowden Correspondence—A. Price

New Business

Membership Drive—F. Parker  
Web Site Proposal—W. Ehlinger

Date of Next Meeting—R. Holloway

## **JOB 2—Outline**

Directions: Key the outline using the Professionals Business Associates format, making the revisions indicated below the outline.

### **PLAN FOR BUILDING SCHOOL SPIRIT**

- I. Have more pep rallies
  - A. Have a pep assembly one period every week
  - B. Have a short pep rally before every game
- II. Have more cheerleaders
  - A. Buy new uniforms
  - B. Ask each class to wear school colors
- III. Have a contest
  - A. Goal is to get a new school cheer
    - 1. Each student may turn in two cheers
    - 2. Contest is to end in two weeks
  - B. Prize will be a pass for all home games next season

#### ***Revisions:***

**Add to II-A the following:**

- 1. Have bake sales to raise money**
- 2. Get parents to contribute**

**Add to II:**

**C. Distribute horns, pom-poms, and pennants**

**JOB 3—Memo**

*Directions: Key the following memo using the Professional Business Associates memo format.*

TO: All Administrative Professionals  
FROM: Administrative Professionals Committee  
DATE: Current Date (Use style guide for correct format)  
SUBJECT: Administrative Professionals' Day Luncheon

At the recent chapter meeting of the Administrative Professionals, members decided to hold a luncheon on Tuesday, November 14, of Administrative Professionals' Week to honor our senior members. The luncheon will be held in the Araphoe Room of the Grand Western Hotel, 380 Post Road, Wakefield, from 12 noon to 1:30 p.m.

A brief talk will be given after the luncheon by Ms. Molly Sharp, a witty, down-to-earth speaker. Her topic is "Experience Counts".

Please feel free to invite guests. The cost of the luncheon will be \$12.50 per person; and you are responsible for collecting that amount from each guest.

*Place your reservations with Miss Rita Hightower 721-4822 (extension 2168), by November 8. We can then give the hotel an accurate count of attendees.*

**JOB 4—Table**

*Directions: Key the following information into a table using correct Professional Business Associates table format.*

WESTWOOD BOOK STORE

Introductory Specials

February 1-7, 20—

<u>Title</u>	<u>Sales Price</u>
Graphics Cookbook	\$9.95
Secrets of BASIC	14.95
Pascal With Style	9.50
Robotics Age	16.95
Computer Parade	9.95
Match Boxes	29.95
Computers for kids	5.95
Word Wizard	29.95
Story Machine	39.95



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## *KEY*

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  - Job 3—Memo \_\_\_\_\_ (100 pts.)
  - Job 4—Table \_\_\_\_\_ (100 pts.)
- TOTAL POINTS*** \_\_\_\_\_ (***400 pts.***)

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Graders:

When grading computer-generated problems, refer to the *Style & Reference Manual* and Production Standards in the *Workplace Skills Assessment Program Guidelines*. Formats must match the style manual.

Double-check and verify all scores!

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5. When turning in your contest, the jobs should be arranged in numeric order.



**JOB 1—Agenda**

**PROFESSIONAL BUSINESS ASSOCIATES**

**Agenda**

**Regular Meeting of Board of Directors**

**July 31, 20\_\_**

1. Approval of June Minutes—J. Gusset
2. Reports
  - Treasurer—T. Meliton
  - Membership—F. Parker
  - Fundraising—C. Whiteman
3. Unfinished Business
  - Hall of Fame Inductees—T. Horner
  - Lowden Correspondence—A. Price
4. New Business
  - Membership Drive—F. Parker
  - Web Site Proposal—W. Ehlinger
5. Date of Next Meeting—R. Holloway



**JOB 2—Outline**

**PLAN FOR BUILDING SCHOOL SPIRIT**

- I. HAVE MORE PEP RALLIES
  - A. Have a pep assembly one period every week
  - B. Have a short pep rally before every game
  
- II. HAVE MORE CHEERLEADERS
  - A. Buy new uniforms
    - 1. Have bake sales to raise money
    - 2. Get parents to contribute
  - B. Ask each class to wear school colors
  
- III. HAVE A CONTEST
  - A. Goal is to get a new school cheer
    - 1. Each student may turn in two cheers
    - 2. Contest is to end in two weeks
  - B. Prize will be a pass for all home games next season
  - C. Distribute horns, pom-poms, and pennants



**JOB 3—Memo**

**MEMORANDUM**

**TO:** All Administrative Professionals  
**FROM:** Administrative Professionals Committee  
**DATE:** Current Date (Month day, year)  
**SUBJECT:** Administrative Professionals' Day Luncheon

At the recent chapter meeting of the Administrative Professionals, members decided to hold a luncheon on Tuesday, November 14, of Administrative Professionals' Week to honor our senior members. The luncheon will be held in the Araphoe Room of the Grand Western Hotel, 380 Post Road, Wakefield, from 12 noon to 1:30 p.m.

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Contestant No.



**JOB 4—Table**

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February 1-7, 20\_\_

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Robotics Age	16.95
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