

Contestant Number: _____

Time: _____

Rank: _____



FUNDAMENTAL WORD PROCESSING (200)

REGIONAL 2021

Production:

Job 1: Memorandum _____ (100 points)

Job 2: Letter _____ (100 points)

Job 3: Speech _____ (100 points)

TOTAL POINTS _____ (300 points)

Test Time: 60 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Contestant must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your contestant number in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your contestant number and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

Job 1 – Memorandum (100 points)

Directions: Key the following memo according to the *Style & Reference Manual*.

MEMORANDUM

TO: All Department Managers
FROM: Julie Smith, Human Resources
DATE: Current Date
SUBJECT: Career Fair Presentations

The following schedule has been confirmed for the High School Career Fair Presentations on Monday, April 19, 2021.

Each department will be presenting information to the students from 4 local high schools. The day will begin with a 50-minute keynote speaker presentation over Successful Interview Techniques at 1:00 pm. Following the speaker, the students will have the opportunity to visit each of your booths.

Please share this information with your departments and determine which employees will be attending.

xx

Job 2 – Letter (100 points)

Directions:

Prepare a letter to Jason Landing, using the *Style & Reference Manual*.

Current Date

Mr. Jason Landing
7073 Miller Rd.
Washington, DC 20017

Dear Mr. Landing

The Business Professionals of America will be hosting its annual **Career Fair** Presentations on Monday, April 19, 2021, at 1:00 PM. The purpose of this **Career Fair** is to provide information to high school students about pursuing careers in business.

Our company would like to invite you to be our keynote speaker. We would like for you to deliver a presentation on Successful Interview Techniques. We would like for you to discuss your experience as a business owner and what you are looking for when conducting interviews. Our hope is that you can provide insight into the skills needed to have a successful interview.

Please R.S.V.P. by Thursday, April 1 if you are able to join us at our **Career Fair**. If you have any questions about the presentation, please do not hesitate to contact me.

Sincerely

Julie Smith

Human Resources Department

Job 3 – Speech (100 points)

Directions:

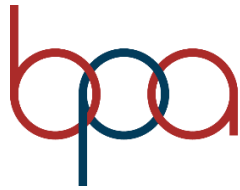
Prepare the following speech for Nancy Wells, according to the *Style and Reference Manual*. Use Times New Roman 12-point font for the title and subtitle; use Times New Roman 10-point font for the body of the speech.

Business Professionals of America
Career Fair Presentation Welcome

Welcome to the 5th Annual Business Professionals of America Career Fair Presentations. We are so happy that you are here and ready to spend the day learning about business careers and interview skills.

After our keynote speaker, you will be dismissed to the commons area. We encourage you to stop by all of our vendor booths to learn more about specific jobs in the business field. Many of the booths are run by companies who are actively looking for interns. I wish you all the best of luck as you interact with each of them.

So to start things off, I would like to present to you our key note speaker for today. He is an expert in the interview process and is here to give you tips on how to have a successful interview. Please help me welcome, Jason Landing.



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



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(200)

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Footer

Job 1

XX-XX-XXXX

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Julie Smith
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Job 2 XX-XX-XXXX

Job 3 – Speech (100 points)

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XX-XX-XXXX