

Contestant Number: _____

Time: _____

Rank: _____



INTERMEDIATE WORD PROCESSING (205)

REGIONAL 2021

Production:

Job 1: Table (with borders)	_____	(100 points)
Job 2: Letter	_____	(100 points)
Job 3: Agenda	_____	(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 – Table (with borders) (100 Points)

Directions:

Key the following table with borders, according to the *Style & Reference Manual*. Use column headers of Employee, 2019 Sales, 2020 Sales. Sort the list by 2020 Sales with the largest number at the top.

First Quarter Sales

Team 1

Mike Mertes	\$9,000.00	\$6,000.00
Joann Farth	\$5,000.00	\$3,000.00
Micah Newsom	\$6,500.00	\$3,800.00
Benjamin Hoss	\$7,550.00	\$8,000.00
Holly Penner	\$8,950.00	\$9,000.00
Alex Finner	\$5,675.00	\$8,650.00

Job 2 – Letter (100 points)

Directions:

Prepare a letter to Holly Penner, according to the *Style & Reference Manual*. Use the date March 9, 2021.

Mrs. Holly Penner
4873 N. Columbus Drive
Dallas, TX 75080

Dear Mrs. Penner

I wish to thank you for the incredible job you did in securing the title of top salesperson for Quarter 1 for Team1. Your dedication to the company and thorough research paid off.

I congratulate you and am very proud to have you as a part of our tight-knit team. Keep up the good work. You can look forward to an attractive bonus next month; you've earned it.

Sincerely

Julie Smith, Manager
Human Resources

Job 3 – Agenda (100 Points)

Directions:

Key the following agenda for the Regular Meeting of Board of Directors, according to the *Style & Reference Manual*. Use the date of Monday, March 15, 2021 at 3:00 in the afternoon. The meeting will be held in the Board Room on the First Floor.

Digital Solutions

Call to Order, Nancy Wells, Chief Executive Officer

Roll Call, Harvey Rosen, Secretary

Nominate temporary chairperson, Tomas Horner

Business Items, Nancy Wells, Chief Executive Officer

Approval of Agenda

Nomination and election of Officers

Approval of Bylaws

Committee Reports

Advisory, Florence Price

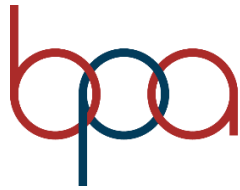
Audit, Roger Holloway

Risk Management, Jason Guss

Social, Janice Hopkins

Date of Next Meeting, Nancy Wells, Chief Executive Officer

Adjournment, Harvey Rosen, Secretary



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



INTERMEDIATE WORD PROCESSING

(205)

REGIONAL 2021

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Job 1: Table (with borders)	_____	(100 points)
Job 2: Letter	_____	(100 points)
Job 3: Agenda	_____	(100 points)
TOTAL POINTS	_____	(300 points)

Test Time: 60 minutes

Job #
Contestant #

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2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points



Job #
Contestant #

Job 1 – Table (with borders) (100 points)

FIRST QUARTER SALES

Team 1

Employee	2019 Sales	2020 Sales
Holly Penner	\$8,950.00	\$9,000.00
Alex Finner	5,675.00	8,650.00
Benjamin Hoss	7,550.00	8,000.00
Mike Mertes	9,000.00	6,000.00
Micah Newsom	6,500.00	3,800.00
Joann Farth	5,000.00	3,000.00

Job 2 – Letter (100 points)

March 9, 2021

Mrs. Holly Penner
4873 N. Columbus Drive
Dallas, TX 75080

Dear Mrs. Penner

I wish to thank you for the incredible job you did in securing the title of top salesperson for Quarter 1 for Team 1. Your dedication to the company and thorough research paid off.

I congratulate you and am very proud to have you as a part of our tight-knit team. Keep up the good work. You can look forward to an attractive bonus next month; you've earned it.

Sincerely

Julie Smith, Manager
Human Resources

Job #
Contestant #

Job 3 – Agenda (100 points)

DIGITAL SOLUTIONS

Agenda

Regular Meeting of Board of Directors

Monday, March 15, 2021, 3 p.m.

Board Room, First Floor

1. Call to Order – Nancy Wells, Chief Executive Officer
2. Roll Call – Harvey Rosen, Secretary
3. Nominate Temporary Chairperson – Tomas Horner
4. Business Items – Nancy Wells, Chief Executive Officer
 - Approval of Agenda
 - Nomination and Election of Officers
 - Approval of Bylaws
5. Committee Reports
 - Advisory – Florence Price
 - Audit – Roger Holloway
 - Risk Management – Jason Guss
 - Social – Janice Hopkins
6. Date of Next Meeting – Nancy Wells, Chief Executive Officer
7. Adjournment – Harvey Rosen, Secretary

Job #
Contestant #