

Contestant Number: _____

Time: _____

Rank: _____



FUNDAMENTAL WORD PROCESSING (200)

REGIONAL 2022

Production:

Job 1: Memorandum _____ (100 points)

Job 2: Letter _____ (100 points)

Job 3: Report _____ (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. Member 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, 2, and 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 Member ID 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 Member ID 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

Key the following information as a memorandum using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find.

The following memorandum should be sent to Harvey Rosen by Nancy Wells. The subject of the memorandum is Financial Policy Updates. The date of the memorandum should be January 4 of the current year. Please copy Edna Renick on the memorandum.

It has come to my attention that the recent Financial Policy Updates have been approved and moved forward out of committee from the Financial Policy and Procedures committee. Please be sure to update all personnel internally on these updates that are effective immediately. This communication should be sent directly through e-mail.

In addition to letting all personnel aware of these financial policy updates, please update in the internal staff shared drive, and on our website. These updates are crucial and should be made no later than the end of January.

All questions regarding this expectation can be addressed to me directly. Please send my sincere thanks to the committee on the hard work and continued effort they make in keeping our company up-to-date when it comes to financial policy.

Job 2: Letter

Key the following information as a letter using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find.

This letter is to be dated and sent on January 26 of the current year. The letter is to be written to Mrs. Amy Rodriguez at City Account Services, 1256 Red Boulevard, Indianapolis, Indiana 46240. The letter is from Harvey Rosen with enclosures of the updated financial policies. Please send a copy to Nancy Wells and Edna Renick. The body of the letter is below.

Thank you for your ongoing business relationship with our company, Digital Solutions. Recently our Financial Policy and Proedures Committee met to revise and update our financial policies. We feel that it is in the best interest to make our vendors that we currently work with aware of these updates.

Please review the attached policy updates and share with your Accounting Department at your earliest convenience. If there are any questions, please send them to my attention at 317-256-8956. I look forward to hearing from you with any questions you might have. We feel that these updates will only enhance our business relationship with all of our vendors.

Digital Solutions looks forward to our ongoing business relationship. Thank you for your business.

Job 3: Report

Key the following information as a report using the *Style & Reference Manual*. Correct any spelling and punctuation errors you find.

This report should be sent to Tom Carlson by Julie Smith. The date to be used on the report is January 16 of the current year. The title of the report is Social Media in the Workplace. The body of the report is as follows:

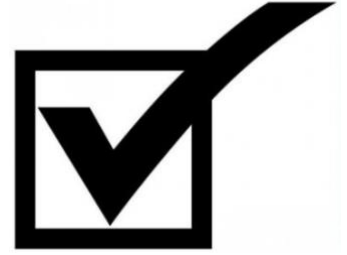
Social Media has become a more popular way to communicate with your clients and personnel in any company. Social Media is defined as a digital tool or software that allows users to quickly create and share content with its intended audience. Through this form of media businesses can create quick advertisements to entice potential clients to visit their website, research possible business relationships, and investigate services that the potential client could use in their business. Digital Solutions needs to take action and utilize this type of environment to increase awareness of the company offerings to clients and other businesses.

Platforms that are available to use by businesses in the Social Media realm include, but not limited to: *Facebook, Twitter, Instagram, TikTok, YouTube, and Snapchat*. After further investigation, it would be best that a business should use as least two or three of these platforms to begin their social media presence. Most of the time, this type of media is developed through the Marketing Department and managed and posted by a Technology Department. After conduction of survey results, it is recommended that Digital Solutions creates and maintains a *Facebook, Twitter, and Instagram* account.

The use of images and graphics can speak louder than words. This will be important as content is developed for the media posts by the company. The outreach should be defined by the target market, along with use of data analysis to ensure media posts are appropriate for the intended end user. Further information will need to be researched to arrive at a full comprehensive model for the business and the social media outlet. Final recommendations should be put in a model that is derive from competition, research, and further investigation.



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



FUNDAMENTAL WORD PROCESSING (200)

REGIONAL 2022

Production:

Job 1: Memorandum	_____	(100 points)
Job 2: Letter	_____	(100 points)
Job 3: Report	_____	(100 points)
TOTAL POINTS	_____	(300 points)

Test Time: 60 minutes

GENERAL GUIDELINES:

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EXAM GUIDELINES:

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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

The following information should be keyed as a memorandum using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

MEMORANDUM

TO: Harvey Rosen, Financial Services

FROM: Nancy Wells, CEO or Chief Executive Officer

CC: Edna Renick, Administrative Support

DATE: January 4, 20XX

SUBJECT: Financial Policy Updates

It has come to my attention that the recent **financial policy updates** have been approved and moved forward out of committee from the Financial Policy and Procedures committee. Please be sure to update all personnel internally on these updates that are effective immediately. This **communication** should be sent directly through e-mail.

In addition to letting all personnel aware of these **financial** policy updates, please update in the internal staff shared drive, and on our website. These updates are crucial and should be made no later than the end of January.

All questions regarding this expectation can be addressed to me directly. Please send my sincere thanks to the committee on the hard work and continued effort they make in keeping our company up-to-date when it comes to financial policy.

XX (Member ID)

Member ID Job #1

Job 2: Letter

The following information should be keyed as a letter using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

January 26, 20XX

Mrs. Amy Rodriguez
City Account Services
1256 Red **Boulevard**
Indianapolis, IN 46240

Dear Mrs. Rodriguez

Thank you for your ongoing business relationship with our company, Digital Solutions. Recently our Financial Policy and **Procedures** Committee met to revise and update our financial policies. We feel that it is in the best interest to make our vendors that we currently work with aware of these updates.

Please review the attached policy updates and share with your Accounting Department at your earliest convenience. If there are any questions, please send them to my attention at 317-256-8956. I look forward to hearing from you with any questions you might have. We feel that these updates will only enhance our business relationship with all of our vendors.

Digital Solutions looks forward to our ongoing business relationship. Thank you for your business.

Sincerely

Harvey Rosen
Financial Services Department

XX (Member ID)

Enclosure

c Nancy Wells
Edna Renick

Member ID Job #2

Job 3: Report

The following information should be keyed as a report using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

Julie Smith

Tom Carlson

Information Technology Department

16 January 20XX

Note to Grader: Report will only be one page in length when completed by competitor.

Social Media in the Workplace

Social Media has become a more popular way to communicate with your clients and personnel in any company. Social Media is defined as a digital tool or software that allows users to quickly create and share content with its intended audience. Through this form of media businesses can create quick **advertisements** to entice potential clients to visit their website, research possible business relationships, and investigate services that the potential client could use in their business. Digital Solutions needs to take action and utilize this type of environment to increase awareness of the company offerings to clients and other businesses.

Platforms that are available to use by businesses in the Social Media realm include, but not **limited** to: *Facebook, Twitter, Instagram, TikTok, YouTube, and Snapchat*. After further investigation, it would be best that a business should use as least two or three of these platforms to begin their social media presence. Most of the time, this type of media is developed through the Marketing Department and managed and posted by a Technology Department. After conduction of survey results, it is recommended that Digital Solutions creates and maintains a *Facebook, Twitter, and Instagram* account.

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Member ID
Job #3