

# KEYBOARDING PRODUCTION (20)

## Regional – 2013



### Production

- Job 1 – Letter \_\_\_\_\_ (100 points)
- Job 2 – Memorandum \_\_\_\_\_ (100 points)
- Job 3 – Labels \_\_\_\_\_ (100 points)
- Job 4- Formal Report \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ **(400 points)**

**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 BPS 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 orientation  
No more than 60 minutes actual testing time  
No more than ten (10) minutes wrap-up*

**Property of Business Professionals of America  
May be re produced only for uses in the Business Professionals of America  
Workplace Skills Assessment Program competition.**

**GENERAL INSTRUCTIONS**

1. Make certain this test booklet contains Jobs 1-4.
2. Copy is graded on production standards found in the Style Manual.
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 the footer in the lower left-hand corner of all work submitted**

Example:     99-9999-9999  
                  Job 1

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 materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

<b>PRODUCTION STANDARDS</b>	
<b>0 Errors</b>	<b>100 points</b>
<b>1 error</b>	<b>90 points</b>
<b>2 errors</b>	<b>70 points</b>
<b>3 errors</b>	<b>0 points</b>

KEYBOARDING PRODUCTION  
REGIONAL 2013

Job 1-Letter

**DIRECTIONS:** Key the following lettering using Professional Business Associates standards.

Current Date

Mr. William Douglas  
Texas Institute of Finance  
12411 Commercial Drive  
Dallas, TX 72201-6611

Dear Mr. Douglas

We are pleased to learn that you are interested in serving as the Director of Finance at Professional Business Associates. As you might be aware, PBA is actively involved in Business Professionals of America and will be providing workshops during the National Leadership Conference in Orlando, Florida.

It will be your responsibility to assist in one of these workshops and be actively involved in judging an event.

I will send you the information regarding this organization and what your responsibilities will be. I will also e-mail you with the names of the contact persons who will be assisting you.

I look forward to working with you.

Sincerely

Nancy Wells  
Chief Executive Officer

Contestant Number

KEYBOARDING PRODUCTION  
REGIONAL 2013

Job 2-Memorandum

**DIRECTIONS:** Key the following memorandum using Professional Business Associates standards.

## **MEMORANDUM**

**TO:** Mr. William Douglas  
**FROM:** Harvey Rosen, Financial Services Department  
**DATE:** Current Date  
**SUBJECT:** Orlando Conference

William, enclosed is the revised outline for the upcoming National Leadership Conference in Orlando.

Nancy Wells and I have worked on revising the schedule, and we will need your input for any glitches you might find.

I will be in your area during the month of February. Please clear your calendar so that we can meet and finalize these arrangements.

Please call me as soon as possible at the following number: 614-555-5555.

Contestant Number

Enclosure

KEYBOARDING PRODUCTION  
REGIONAL 2013

Job 3-Labels

**Directions:** Key the following addresses using the Avery 5162 label template and Professional Business Associates label format.

Mr. Jason Johnson  
2412 Smith Ave.  
Columbus, OH 43220

Mrs. Candace Frost  
Orlando Chamber of Commerce  
2103 Magic Dr.  
Orlando, FL 32830

Ms. Jasmine Flores  
Administrative Council  
2434 Michigan Dr.  
Columbus, OH 43220

**Job 4-Report**

**Directions:** Key the following report using Professional Business Associates standards. Use current date.

Rosen 1

Harvey Rosen

William Douglas

Financial Services Department

Current Date

**Business Professionals of America Information**

Business Professionals of America is the leading Career and Technical Student Organization for students pursuing careers in business management, office administration, information technology and other related career fields.

Why should you join BPA? The Work Place Skills assessment Program (WSAP) prepares students to succeed and assess real-world business skills and problem solving abilities in finance management, IT, and computer applications.

Gain Real Life Skills

Through competition, workshops and conferences, students learn from each other and from professionals about real life skills. Students learn how to conduct themselves at a job interview, and they learn computer programming and leadership skills.

Qualify for Scholarships

When a student wins an event, they can qualify for scholarships from various colleges and organizations.



# KEYBOARDING PRODUCTION (20)

## KEY



### Regional – 2013

#### Production

- Job 1 – Letter \_\_\_\_\_ (100 points)
- Job 2 – Memorandum \_\_\_\_\_ (100 points)
- Job 3 – Labels \_\_\_\_\_ (100 points)
- Job 4 – One-Page Report \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ **(400 points)**

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#### Graders:

Please review the Style and Reference Manual and Production Standards in the *Workplace Skills Assessment Program* Guidelines prior to grading.

Please double-check and verify all scores!

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*Workplace Skills Assessment Program* competition.



<b>Job</b>	<b>Production Standards</b>
<b>Job 1 - Letter</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
<b>Job 2 – Memorandum</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
<b>Job 3 – Labels</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
<b>Job 4 – One-Page Report</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
<b>TOTAL POINTS POSSIBLE</b>	<b>(400)</b>





## GENERAL INSTRUCTIONS

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2. 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 the footer in the lower left-hand corner of all work submitted.**

Example:           99-9999-9999  
                      Job 1

3. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
4. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.



**Job 1—Letter**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

Current Date

Mr. William Douglas  
Texas Institute of Finance  
12411 Commercial Drive  
Dallas, TX 72201-6611

Dear Mr. Douglas

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I look forward to working with you.

Sincerely

Nancy Wells  
Chief Executive Officer

Contestant Number

Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant Number  
Job 1



**Job 2—Memo**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

**MEMORANDUM**

**TO:** Mr. William Douglas  
**FROM:** Harvey Rosen, Financial Services Department  
**DATE:** Current Date  
**SUBJECT:** Orlando Conference

William, enclosed is the revised outline for the upcoming National Leadership Conference in Orlando.

Nancy Wells and I have worked on revising the schedule, and we will need your input for any glitches you might find.

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Please call me as soon as possible at the following number: 614-555-5555.

Contestant Number

Enclosure

Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant Number  
Job 2



**Job 3—Labels**

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

Mr. Jason Johnson  
2412 Smith Ave.  
Columbus, OH 43220

Mrs. Candace Frost  
Orlando Chamber of Commerce  
2103 Magic Dr.  
Orlando, FL 32830

Ms. Jasmine Flores  
Administrative Council  
2434 Michigan Dr.  
Columbus, OH 43220

Grader: Footer should contain  
contestant number and job number.  
If all or part is missing count as one  
error.



Rosen 1

Harvey Rosen

William Douglas

Financial Services Department

Current Date

**Job 4—Report**

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

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Grader: Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant Number  
Job 4