

# FUNDAMENTAL WORD PROCESSING SKILLS (21)

## Regional – 2013



### Production

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

**TOTAL POINTS** \_\_\_\_\_ **(300 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*

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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 1-3.
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>

## Job 1-Letter

**DIRECTIONS:** Key the following business letter from Julie Smith, Human Resources Department, following Professional Business Associates format. Use the current date for the document. The letter is to be sent to Mr. Thomas Scanlandery, President of Regional Task Employment Company, 1518 Corkwood Circle, Tamarac, FL 33321

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Our company is interested in forming partnerships with companies who have expertise in scouting potential employees for short-term employment. We are accepting proposals for staffing services to be provided during the summer months and the end of year holiday season.

The target market is a worker with skills in accounting, payroll tax, computerized accounting, and other financial service skills. These workers have communicated a desire to work full time on a temporary basis, with the potential for returning to our company during peak budget seasons.

For consideration, please provide a proposal no later than February 14, 2013. Proposals must include a detailed description of services offered, marketing and advertising strategy, and a pricing structure.

If you require additional information feel free to contact me. I look forward to reviewing your proposal.

## Job 2-Memorandum

**DIRECTIONS:** Key the following memorandum to Roger Meyer, Edna Renick, Tom Carlson, and Julie Smith using proper Professional Business Associates' memo format. It is from Harvey Rosen, Financial Services. CC to Nancy Wells, CEO. Use current date. The subject is End-of-Year Budget Procedures.

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Financial Services staff, in conjunction with Information Technology staff will be automating the end-of-year budget process.

There will be a two-hour training to all staff about new procedures. Training will be conducted during lunch with a light lunch provided. Each department will be trained separately on a different day of the week.

The department training schedule will be Monday through Friday starting with Human Resources, then Marketing, then Administrative Support, then Information Technology, and ending with Financial Services on Friday. A team leader from each department will be appointed as liaison to assist with questions or concerns.

## Job 3-Report

**Directions:** Please key and format the following report. The report is written by Lauren Abbruston and is for Nancy Wells, CEO. Please use the Style and Reference Manual for this report for Professional Business Associates. The title is: Tax Implications of Privatization

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Privatization is the process of divesting the government stake both in terms of money and control from public companies. It is the process of transferring ownership of a company from the public sector or enterprise and bringing it to the private sector. Being private can improve a company's position in the marketplace thereby increasing revenue; however, the revenue is earned from the consumer as opposed to the government. Rather than following government's traditional example of conducting business (tax & spend, tax cut for the wealthy & then spend, or inefficient or wasteful bureaucracies) private companies can have more freedom to make decisions that allow them to grow and expand as they desire. This is definitely an advantage; however, a disadvantage is that a private company cannot obtain sufficient government funding.

Taxes can cause much debate, division and doubt amongst the general population. Taxes are the external cost that the government issues in order to obtain revenue to provide essential services to the public. To decrease the burden of taxes on the average citizen, the government must reduce funding on certain essential public services. By privatizing necessary public services, the government will be able to lower taxes on taxpayers and instead, people will pay for these particular services as needed. One could argue that privatizing public utilities such as garbage collection would diminish taxes.

Government has typically partially funded garbage pickup; however, by privatizing this utility, taxes can decrease. Typically, when the economy of scale increases, goods are produced for less, which also results in a lower general cost for the consumer to purchase. In other words, when garbage pickup is provided for a larger number of consumers the service can cost less per person. By expanding the private company's service territory, the company will have a significant increase in profit without having the average citizen pay taxes for the service. Consumers have the liberty to choose how often they need their garbage picked up, and pay for it accordingly without having to pay the same amount as everyone else and without having to pay a set tax.

To appease the public, a common debate is how to decrease funding on certain services that can easily be privatized. The service can still be used but paid for individually based on need rather than a government requirement. Garbage pickup can vary based on individual needs. It is unnecessary that it needs to be picked up on a set schedule and paid for to the government even if it is not essential to that individual. At the 2013 Economic Summit, Economist Dr. Leonard Vernardo stated, "by privatizing certain government structures, tax cuts could be implemented, which would allow workers to take-home more of their salaries and wages, resulting in them spending more, therefore stimulating the economy, and perhaps creating jobs."



# FUNDAMENTAL WORD PROCESSING SKILLS (21)

## KEY



### Regional – 2013

#### Production

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

**TOTAL POINTS** \_\_\_\_\_ **(300 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>
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<b>Job 1 - Letter</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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<b>Job 2 – Memorandum</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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<b>Job 3 – Two-Page Report</b>	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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<b>TOTAL POINTS POSSIBLE</b>	<b>(300)</b>
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## GENERAL INSTRUCTIONS

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Example:           99-9999-9999  
                          Job 1

3. 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.
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**Job 1—Letter**

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

Current Date

Mr. Thomas Scanlandery, President  
Regional Task Employment Company  
1518 Corkwood Circle  
Tamarac, FL 33321

Dear Mr. Scanlandery

Our company is interested in forming partnerships with companies who have expertise in scouting potential employees for short-term employment. We are accepting proposals for staffing services to be provided during the summer months and the end of year holiday season.

The target market is a worker with skills in accounting, payroll tax, computerized accounting, and other financial service skills. These workers have communicated a desire to work full time on a temporary basis, with the potential for returning to our company during peak budget seasons.

For consideration, please provide a proposal no later than February 14, 2013. Proposals must include a detailed description of services offered, marketing and advertising strategy, and a pricing structure.

If you require additional information feel free to contact me. I look forward to reviewing your proposal.

Sincerely

Julie Smith  
Human Resources Department

Contestant Number

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

Contestant Number  
Job #





## MEMORANDUM

**TO:** Roger Meyer, Edna Renick, Tom Carlson, and Julie Smith  
**FROM:** Harvey Rosen, Financial Services  
**CC:** Nancy Wells, CEO  
**DATE:** Current Date  
**SUBJECT:** End-of-Year Budget Procedures

### Job 2—Memo

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

Financial Services staff, in conjunction with Information Technology staff will be automating the end-of-year budget process.

There will be a two-hour training to all staff about new procedures. Training will be conducted during lunch with a light lunch provided. Each department will be trained separately on a different day of the week.

The department training schedule will be Monday through Friday starting with Human Resources, then Marketing, then Administrative Support, then Information Technology, and ending with Financial Services on Friday. A team leader from each department will be appointed as liaison to assist with questions or concerns.

Contestant Number

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

Contestant Number  
Job #



Abbruston 1

**Job 3—Two-Page  
Report**

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

Lauren Abbruston

Nancy Wells

Chief Executive Officer

Current Date (military style)

**Tax Implications of Privatization**

Privatization is the process of divesting the government stake both in terms of money and control from public companies. It is the process of transferring ownership of a company from the public sector or enterprise and bringing it to the private sector. Being private can improve a company's position in the marketplace thereby increasing revenue; however, the revenue is earned from the consumer as opposed to the government. Rather than following government's traditional example of conducting business (tax & spend, tax cut for the wealthy & then spend, or inefficient or wasteful bureaucracies) private companies can have more freedom to make decisions that allow them to grow and expand as they desire. This is definitely an advantage; however, a disadvantage is that a private company cannot obtain sufficient government funding.

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

Contestant Number  
Job 4



Government has typically partially funded garbage pickup; however, by privatizing this utility, taxes can decrease. Typically, when the economy of scale increases, goods are produced for less, which also results in a lower general cost for the consumer to purchase. In other words, when garbage pickup is provided for a larger number of consumers the service can cost less per person. By expanding the private company's service territory, the company will have a significant increase in profit without having the average citizen pay taxes for the service.

Consumers have the liberty to choose how often they need their garbage picked up, and pay for it accordingly without having to pay the same amount as everyone else and without having to pay a set tax.

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