Time\_\_\_\_\_

Rank\_\_\_\_\_

# **KEYBOARDING PRODUCTION (20)** Regional – 2012

## Production

TOTAL POINTS	(400 points)
<ul> <li>Job 4 – One-Page Report</li> </ul>	(100 points)
• Job 3 – Labels	(100 points)
Job 2 – Memorandum	(100 points)
• Job 1 – Letter	(100 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 BPA 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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### **GENERAL INSTRUCTIONS**

- 1. Make certain this test booklet contains Jobs 1-4.
- 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 <u>all</u> 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.

#### KEYBOARDING PRODUCTION REGIONAL 2012 PAGE 3 of 6

Job 1--Letter

**Directions**: Key the following letter using Professional Business Associates standards.

Current Date

Mr. Lawrence Greenley 2354 Mason Ave Columbus, OH 43220

Dear Mr. Greenley

Professional Business Associates will be holding its annual **Career Day** on Tuesday, February 19, 2012. The purpose of **Career Day** is to provide information about careers in business and information technology.

Our company would like to invite you to be our luncheon speaker. We have scheduled a catered lunch from 12:00 p.m. to 12:45 p.m. followed by your 50 minute presentation beginning at 1:00 p.m. We would like you to discuss your career as a small business owner and provide insight into the skills and education necessary to be successful.

Please R.S.V.P. by Tuesday, February 1 if you are able to join us on **Career Day**. If you have any questions about the presentation, please do not hesitate to contact me.

Sincerely

Julie Smith Human Resources Department

**Contestant Number** 

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

## MEMORANDUM

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

The following schedule has been confirmed for **Career Day** on Tuesday, February 19, 2012.

A catered lunch will be served from 12:00 p.m. to 12:45 p.m. A 50 minute presentation on <u>Keys</u> to Being a Successful Small Business Owner will begin promptly at 1:00 p.m.

Please share this information with your departments and have all employees block out the time on their calendars.

Contestant Number

### KEYBOARDING PRODUCTION REGIONAL 2012 PAGE 5 of 6 JOB 3—Labels

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

Mr. Lawrence Greenley 2354 Mason Avenue Columbus, OH 43220

Mr. William Ruiz Better Business Bureau 3001 Wilson Avenue Columbus, OH 43220

Ms. Portia Williams Entrepreneurship Council 9997 Washington Street Columbus, OH 43220

#### KEYBOARDING PRODUCTION REGIONAL 2012 PAGE 6 of 6

#### JOB 4—Report

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

Bond 1

David Bond

Edna Renick

Administrative Support

Current Date

Two Things to Consider Before Becoming an Entrepreneur

Getting free from dominating bosses and the possibility to make your own decisions is one of the lures of starting your own business. As attractive as it looks, not everyone is suited for self-employment. Before you go ahead with any plan to start a business it is important to take a close look at yourself and ask yourself some important questions.

### Are you a self-moving person?

This is the key quality that separates an employee from an entrepreneur. If you need to wait around and be told what to do, then you would find it easier to get a job with a company rather than to launch your own business. On the other hand, if you are able to think of an idea and carry it out without prodding from someone else, then you may be able to succeed in your own business.

### Are you willing to work more than a standard 9-5 day?

When you work for someone else you are contracted to work a certain schedule. At the end of the day, you can often able to just forget about the job, go home and relax. When you have your own business you carry a load of responsibility on your shoulders and you will often end up working longer hours than a normal salaried employee.



# **KEYBOARDING PRODUCTION (20)**





# Regional – 2012

## Production

TOTAL POINTS	(400 points)
<ul> <li>Job 4 – One-Page Report</li> </ul>	(100 points)
• Job 3 – Labels	(100 points)
Job 2 – Memorandum	(100 points)
• Job 1 – Letter	(100 points)

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

KEYBOARDING PRODUCTION KEY REGIONAL 2012 PAGE 3 of 7



## **GENERAL INSTRUCTIONS**

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Example: 99-9999-9999 Job 1

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KEYBOARDING PRODUCTION KEY REGIONAL 2012 PAGE 4 of 7



## **Job 1—Letter** 0 Errors = 100 1 Error = 90 2 Errors = 70 3+ Errors = 0

Current Date

Mr. Lawrence Greenley 2354 Mason Ave Columbus, OH 43220

Dear Mr. Greenley

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Our company would like to invite you to be our luncheon speaker. We have scheduled a catered lunch from 12:00 p.m. to 12:45 p.m. followed by your 50 minute presentation beginning at 1:00 p.m. We would like you to discuss your career as a small business owner and provide insight into the skills and education necessary to be successful.

Please R.S.V.P. by Tuesday, February 1 if you are able to join us on **Career Day**. If you have any questions about the presentation, please do not hesitate to contact me.

Sincerely

Julie Smith Human Resources Department

**Contestant Number** 

If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

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

Contestant Number Job 1



## **MEMORANDUM**

TO: All Department Managers

FROM: Julie Smith, Human Resources

**DATE:** Current Date

**SUBJECT:** Career Day

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**Contestant Number** 

Job 2—Memo	
0  Errors = 100	
1  Error = 90	
2  Errors = 70	
3 + Errors = 0	

If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

Contestant Number	Footer should contain contestant number and job number. If all or part is missing count as one error.
Contestant Number	
Job 2	

KEYBOARDING PRODUCTION KEY REGIONAL 2012 PAGE 6 of 7



## **Job 3—Labels** 0 Errors = 100 1 Error = 90 2 Errors = 70

3 + Errors = 0

Mr. Lawrence Greenley 2354 Mason Avenue Columbus, OH 43220

Mr. William Ruiz Better Business Bureau 3001 Wilson Avenue Columbus, OH 43220

Ms. Portia Williams Entrepreneurship Council 9997 Washington Street Columbus, OH 43220

> If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.



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

Bond 1

David Bond

Edna Renick

Administrative Support

Current Date (in military style)

**Job 4—Report** 0 Errors = 100 1 Error = 90 2 Errors = 70 3+ Errors = 0

Two Things to Consider Before Becoming an Entrepreneur

Getting free from dominating bosses and the possibility to make your own decisions is one of the lures of starting your own business. As attractive as it looks, not everyone is suited for self-employment. Before you go ahead with any plan to start a business it is important to take a close look at yourself and ask yourself some important questions.

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end up working longer hours than a normal salaried employee.

If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

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

Contestant Number Job 4