

KEYBOARDING PRODUCTION (20)

Regional – 2012

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)**

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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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
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

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 Keys 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

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 be 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)

KEY



Regional – 2012

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)**

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
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Job 1 - Letter	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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Job 2 – Memorandum	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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Job 3 – Labels	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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Job 4 – One-Page Report	0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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TOTAL POINTS POSSIBLE	(400)
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Example: 99-9999-9999
 Job 1

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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. Lawrence Greenley
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Columbus, OH 43220

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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



Job 2—Memo

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

MEMORANDUM

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

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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 2



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

Job 3—Labels

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.

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



Bond 1

Job 4—Report

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

David Bond

Edna Renick

Administrative Support

Current Date (in military style)

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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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

