

FUNDAMENTAL WORD PROCESSING SKILLS (21) REGIONAL 2012

CONTESTANT ID# _____ START TIME _____ END TIME _____



Production Portion

Job 1	Letter	_____ (100 pts.)
Job 2	Memo	_____ (100 pts.)
Job 3	Report—2 Pages	_____ (100 pts.)
	TOTAL POINTS	_____ (300 pts.)

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. Copy is graded on production standards.
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 a 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 contest, the jobs should be arranged in numeric order.

Production Standards	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	0 points

Job 1 – Letter

Key the following business letter from Julie Smith, Human Resources Manager, following Professional Business Associates format. Use the current date for the document. The letter is to be sent to Ms. Vanessa Robertson, 4211 Morissey Dr., Maplewood, OH 45849

Our company is interested in providing financial planning services to our management team. We are accepting proposals for consulting services to be provided on-site on a continuing basis.

The target audience is fifteen middle and upper level management members ranging in age from 30 to 45. They have expressed an interest in information about managing their personal finances and the services provided by financial planners.

For consideration, please provide a proposal no later than November 15, 2012. Proposals must include a detailed description of topics to be covered, services offered, and a pricing structure.

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

Sincerely
Julie Smith, Manager
Human Resources

Job 2– Memorandum

Key the following memorandum to Roger Meyer, Edna Renick, Harvey Rosen, and Julie Smith using proper Professional Business Associates' memo format. It is from Tom Carlson, Information Technology. CC to Nancy Wells, CEO. Use current date. The subject is Computer System Updates

Information Technology staff will be performing system updates during the week of February 21.

The updates will be scheduled by department in order to minimize disrupting work flow. I anticipate each department update to take approximately two hours which will include instructing employees on the updates.

One hour prior to your scheduled update--please ensure that each employee performs their normal back up procedures. If needed, the Network Administrator will be available to assist your employees.

Job 3—2-page Report

Please key and format the following report. The report is written by Jason Murphy and is for Julie Smith, Human Resources Department. Please use the Style and Reference Manual for this report for Professional Business Associates.

Job Sharing

As job creation continues to be the caboose of economic recovery, employment experts of all types putting pressure on Congress to tackle the crisis by encouraging employers to cut hours rather than fire workers. This has caused more and more lawmakers to stop and think.

Seventeen states have already adopted so-called “job-sharing” programs, which encourage employers to reduce workers’ hours in lieu of firing them outright. The state government, in these cases, then steps in to make up a portion of the lost wages. Between 300,000 and 350,000 workers are participating nationwide, saving roughly 100,000 jobs that would have otherwise been scrapped, according to Dean Baker, co-director of the Center for Economic and Policy Research and a long-time supporter of the concept.

However, that’s just a drop in the bucket relative to the 12-million-jobs lost in this country in recent years, leading many economists to push Congress for a much larger federal investment in job-sharing programs.

Kevin A. Hassett, director of economic policy studies at the American Enterprise Institute, told lawmakers this week that such programs are among the most targeted and cost-effective ways to tackle the nation’s jobs crisis, which has left nearly one in five workers without a job or underemployed.

The concept is simple: Rather than laying off a few workers during lean times, businesses instead could spread the pain by reducing work hours for many. In Hassett’s example, if five workers had their hours cut by 20 percent it would prevent one worker from being fired at no cost to the company. And if Congress were to alter its policies surrounding emergency unemployment insurance, those workers could then access a portion of those benefits — in this case, 20 percent.

Workers benefit by keeping their jobs. Employers win because they don’t have to train new part-time workers. And states would gain because their share of the partial benefits would be less than they would otherwise have to pay.

“Right now the government only really shares in supporting that worker if you lay the whole worker off,” Hassett said Tuesday before the House Financial Services Committee, advocating for new stimulus spending that’s been attacked by the Republicans who invited him to testify. “By adopting job sharing, we could give firms an incentive to slow job destruction.”

“There is already a massive amount of job creation out there,” he testified. “If we can slow job destruction even a little bit, then we will have set the stage for big increases in net job creation.”



FUNDAMENTAL WORD PROCESSING SKILLS (21)



KEY

Regional—2012

Production Portion

Job 1	Letter	_____	(100 pts.)
Job 2	Memo	_____	(100 pts.)
Job 3	Report—2 Pages	_____	(100 pts.)
	TOTAL POINTS	_____	(300)

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Example: 99-9999-9999
Job 1

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1 error	90 points
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JOB 1—Letter (2” Top Margin)

Current Date

Ms. Vanessa Robertson
4211 Morissey Dr.
Maplewood, OH 45849

Dear Ms. Robertson

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Sincerely

Julie Smith, Manager
Human Resources

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 Number



JOB 2—Memo (1” Top Margin)

MEMORANDUM

TO: Roger Meyer, Edna Renick, Harvey Rosen, and Julie Smith
FROM: Tom Carlson, Information Technology
CC: Nancy Wells, CEO
DATE: Current Date
SUBJECT: Computer System Updates

Information Technology staff will be performing system updates during the week of February 21.

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Contestant Number
Job Number





JOB 3—Report (1" Top Margin)

Jason Murphy

Julie Smith

Human Resources Department

Current Date (military style)

Sender last name and page number is a header that should be right-aligned and .5 from top.

Murphy 1

Job Sharing

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FUNDAMENTAL WORD PROCESSING SKILLS

KEY

REGIONAL 2012

PAGE 6 of 6



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Murphy 2

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