

KEYBOARDING PRODUCTION (20)

REGIONAL 2011

CONTESTANT ID# _____ START TIME _____ END TIME _____



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

Ms. Patsy Glasgow
National Safety Council
1515 Bethel Road
Columbus, OH 43220

Dear Ms. Glasgow

Professional Business Associates will be holding its annual **Safety Day** on Tuesday, February 22, 2011. The purpose of **Safety Day** is to promote the prevention of workplace injuries.

Our company would like to invite you to join us for lunch and be our luncheon speaker. We have scheduled a catered lunch from 12:00 p.m. to 12:45 p.m. followed by your 30 minute presentation beginning at 1:00 p.m. The topic for this year's presentation is Preventing Accidents in the Office.

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

Sincerely

Julie Smith
Human Resources Department

Contestant Number

JOB 2—Memorandum

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: Safety Day

The following schedule has been confirmed for **Safety Day** on Tuesday, February 22, 2011.

A catered lunch will be served from 12:00 p.m. to 12:45 p.m. followed by a 15 minute cookie break. A 30 minute presentation on Preventing Accidents in the Office 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

JOB 3—Labels

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

Ms. Patsy Glasgow
National Safety Council
1515 Bethel Road
Columbus, OH 43220

Mr. Patrick McCarthy
McCarthy's Wildflower Café
3420 Indianola Avenue
Columbus, OH 43214

Ms. Caryl Walker
Cheryl & Company
646 McCorkle Blvd.
Westerville, OH 43082

JOB 4—Report

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

Smith 1

Julie Smith

Edna Renick

Administrative Support

Current Date

Office Safety

Making the office a safe workplace will benefit employees as well as the company; therefore, office safety should be part of basic office training. The following topics should be covered as they are the leading reason for missed work days.

Falls, Slips, and Trips

Employees should avoid activities that may cause them to fall, slip, or trip. When an employee needs to reach something that is higher than their head they should use a ladder and never stand on a chair or desk. It is very important that they watch where they are walking and refrain from distractions such as reading.

Lifting

Everyone should remember to bend their knees when picking up heavy items and avoid twisting motions when standing. An important point to remember, if the item is too heavy--ask another employee for assistance.



KEYBOARDING PRODUCTION (20)

KEY



Regional – 2011

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

Ms. Patsy Glasgow
National Safety Council
1515 Bethel Road
Columbus, OH 43220

Dear Ms. Glasgow

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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 1



MEMORANDUM

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

Job 2—Memo

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

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Contestant Number

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

Ms. Patsy Glasgow
National Safety Council
1515 Bethel Road
Columbus, OH 43220

Mr. Patrick McCarthy
McCarthy's Wildflower Café
3420 Indianola Avenue
Columbus, OH 43214

Ms. Caryl Walker
Cheryl & Company
646 McCorkle Blvd.
Westerville, OH 43082

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

Contestant Number
Job 3



Smith 1

Julie Smith

Edna Renick

Administrative Support

Current Date

Job 4—Report

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

Office Safety

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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