

# ADVANCED WORD PROCESSING SKILLS (22)

REGIONAL 2011

CONTESTANT ID# \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_



## Production Portion

|                     |        |                    |
|---------------------|--------|--------------------|
| Job 1               | Letter | _____ (100 pts.)   |
| Job 2               | Memo   | _____ (100 pts.)   |
| Job 3               | Table  | _____ (100 pts.)   |
| Job 4               | Speech | _____ (100 pts.)   |
| <b>TOTAL POINTS</b> |        | _____ <b>(400)</b> |

***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 90 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 job 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

3. If you finish before the end of the testing time, notify the administrator. Time may be a factor in determining the winner in the event of a tie.
4. When turning in your completed work, place your Scoring Sheet on top of all your jobs. The jobs should be arranged in numeric order. Turn in all partial jobs.

### Production Standards

|                  |                   |
|------------------|-------------------|
| <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 Nancy Wells, Chief Executive Officer, following Professional Business Associates format. Use the current date for the document. The letter is to be sent to Mr. Jonathan Rodriguez, Ohio Goes Green Initiative, 4820 South Middleton Street, Columbus, Ohio 43231-3219. The subject is: Environmental Responsibility*

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Thank you for inviting Professional Business Associates (PBA) to take part in the Ohio Goes Green Initiative. We are looking forward to participating in this excellent environmental awareness and action program. PBA has a long history of environmental responsibility and is willing to do anything that helps encourage other businesses to follow in the same path.

PBA began its quest for environmental soundness in the 1980's with paper recycling and energy conservation. Since then a number of company-wide programs have been developed to save resources and reduce a negative environmental impact. Some of the programs are listed below.

1. The Three R's: Reduce, Reuse, Recycle—Started at PBA in 1988, this program encouraged our employees to do all they could to keep waste out of landfills. It included using fewer disposable products and recycling paper. It has since expanded into making sure that all print cartridges are recycled.
2. Reduce and Regulate—This program began in 1991 and has worked to provide better insulation in our building and reduce the amount of energy that is used for heating and air conditioning. Our employees are encouraged to let us know where it is too hot or too cold and where drafts are present that are wasting heating and cooling resources.
3. Change a Bulb, Change the Environment—This program was started in 1995 and has been very successful. By using suggestions of our employees, we have been able to reduce lighting in some places and increase it in others to keep from wasting electricity. We have converted our lighting to the most efficient methods we can find.
4. Drive Less, Drive Smart—PBA's carpooling efforts date back to 1984 when we first encouraged our employees to identify where they lived and begin connecting with people who lived in the same area to share rides. We have a number of people who have carpoled for more than 20 years!
5. Watering Down the Environment—In a program that began in 1998, PBA has worked to install water-saver faucets and toilets, energy efficient water heaters, and better landscape methods.

As you can see, PBA is not a newcomer to the green movement. The best news about these methods is that they were all programs that were developed at the suggestion of our employees. Because of this past success we are announcing a new program to encourage innovative ways to save and protect the environment. For 2011 our campaign will be Green Up with PBA! We look forward to this new campaign and we look forward to working with the Ohio Goes Green Initiative. Please let me know if there is anything we can do to help make your work more successful.

## Job 2– Memorandum

*Please key the following memorandum to the 'Department Managers' using proper Professional Business Associates' memo format. It is from Nancy Wells, CEO. Use current date. The subject is Green Up with PBA!.*

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As many of you already know, PBA has a long history of helping the environment and being a green company. I am proud to announce the latest campaign for environmental responsibility at PBA: Green Up with PBA! I am looking for ideas from employees on how to reduce the negative environmental impact of PBA.

Next Monday, the department managers will meet in Conference Room A at 10:00 a.m. to discuss ways to involve all our employees in developing ways that PBA can continue in its long tradition of being an environment-friendly workplace. Please come prepared to share your ideas.

Below is a short list of past projects that have been developed by employees. These are programs that have been successful in the past and that continue at PBA.

1. The Three R's: Reduce, Reuse, Recycle
2. Reduce and Regulate
3. Change a Bulb, Change the Environment
4. Drive Less, Drive Smart
5. Watering Down the Environment

I look forward to hearing your ideas at the meeting.

**Job 3—Table**

*Create the table shown below. The title is Conservation Tips for Life. The subtitle is The Ease of Going Green. Follow the formatting guidelines shown below.*

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| <b>Study with Green Principles</b> | <b>Getting Where You Want</b> | <b>The Skinny Diet</b>        |
|------------------------------------|-------------------------------|-------------------------------|
| Reduce the need to print           | Use public transportation     | Increase plant consumption    |
| Reuse all items possible           | Walk or ride a bicycle        | Buy local products            |
| Use recycled paper                 | Drive during non-peak hours   | Carefully select fish you eat |
| Use soy based ink                  | Purchase a fuel efficient car | Eat vegetarian products       |
| Use reusable water containers      | Keep tires properly inflated  | Use less packaging            |

- Use landscape page orientation.
- There should be no text wrapping.
- Double space the table without borders.
- The column headings should be centered and bold.
- The table should be centered vertically and horizontally as directed in the Style Manual.

#### Job 4—SPEECH

*Please key the following speech from Professional Business Associates using proper Professional Business Associates' speech format. The title of the speech is: Saving the Environment is Everybody's Business.*

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Environmental responsibility does not just rest on a few people. Everyone is responsible for doing their part to conserve energy, reduce waste, and control the creation of greenhouse gases that contribute to global warming. Here at Professional Business Associates we take conservation seriously.

PBA has a long history of taking care of our environment. We have programs in place that date back more than 25 years. We encourage our employees and the community to continue taking part in these programs. PBA has just recently been asked to participate in the Ohio Goes Green Initiative. We are looking forward not only to doing all we can to help the environment but also to be a shining example to other businesses. With our own campaign, "Go Green with PBA", we look forward to making 2011 another great year of doing our part for the environment.

We look forward to this program being a company-wide initiative with everyone taking part in making it a success. We have banded together as a company in the past and look forward to the same enthusiasm from all our employees at this time. Working together is what makes us a better and stronger business. Not just business as usual but business as success.

What is it going to take to be a green company, you ask? It takes effort, concentration to detail, and results. Everyone needs to think of the effect their actions have on the environment whether it is here at the office or at home. Conservation should become a habit. Think about what result your actions will have on the environment and what you can do to make things better. When we think about it before we do it; we are more likely to reduce waste. We want to be the company that is not part of the problem; but, part of the solution.

When people think PBA we want them to think green. With your help, that is possible. We are all in the business of saving the environment.

# ADVANCED WORD PROCESSING SKILLS (22)



## KEY

Regional—2011

### Production Portion

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|---------------------|--------|--------------------|
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## Job 1 – Letter (2” Top Margin)

(Current Date)

Mr. Jonathan Rodriguez  
Ohio Goes Green Initiative  
4820 South Middleton Street  
Columbus, OH 43231-3219

Dear Mr. Rodriguez

### ENVIRONMENTAL RESPONSIBILITY

Thank you for inviting Professional Business Associates (PBA) to take part in the Ohio Goes Green Initiative. We are looking forward to participating in this excellent environmental awareness and action program. PBA has a long history of environmental responsibility and is willing to do anything that helps encourage other businesses to follow in the same path.

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Mr. Jonathan Rodriquez

Page 2

(Current Date)

4. Drive Less, Drive Smart—PBA’s carpooling efforts date back to 1984 when we first encouraged our employees to identify where they lived and begin connecting with people who lived in the same area to share rides. We have a number of people who have carpooled for more than 20 years!

5. Watering Down the Environment—In a program that began in 1998, PBA has worked to install water-saver faucets and toilets, energy efficient water heaters, and better landscape methods.

As you can see, PBA is not a newcomer to the green movement. The best news about these methods is that they were all programs that were developed at the suggestion of our employees. Because of this past success we are announcing a new program to encourage innovative ways to save and protect the environment. For 2011 our campaign will be Green Up with PBA! We look forward to this new campaign and we look forward to working with the Ohio Goes Green Initiative. Please let me know if there is anything we can do to help make your work more successful.

Sincerely

Nancy Wells  
Chief Executive Officer

Contestant #

Contestant #

Job 1

## MEMORANDUM

**TO:** Department Managers

**FROM:** Nancy Wells, CEO

**DATE:** (Current Date)

**SUBJECT:** Green Up with PBA!

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4. Drive Less, Drive Smart
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I look forward to hearing your ideas at the meeting.

Contestant #

## Job 3—Table

### CONSERVATION TIPS FOR LIFE

#### The Ease of Going Green

| <b>Study with Green Principles</b> | <b>Getting Where You Want</b> | <b>The Skinny Diet</b>        |
|------------------------------------|-------------------------------|-------------------------------|
| Reduce the need to print           | Use public transportation     | Increase plant consumption    |
| Reuse all items possible           | Walk or ride a bicycle        | Buy local products            |
| Use recycled paper                 | Drive during non-peak hours   | Carefully select fish you eat |
| Use soy based ink                  | Purchase a fuel efficient car | Eat vegetarian products       |
| Use reusable water containers      | Keep tires properly inflated  | Use less packaging            |

**PROFESSIONAL BUSINESS ASSOCIATES**

**Saving the Environment is Everybody's Business**

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