6	Pag	ies

Contestant Number	
Time	
Rank	

KEYBOARDING PRODUCTION (20)

Regional – 2010

Production

TOTAL POINTS	(400 points)
 Job 4 – One-Page Report 	(100 points)
 Job 3 – Table 	(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.
- 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.

KEYBOARDING PRODUCTION REGIONAL 2010 PAGE 3 of 6

Job 1--Letter

<u>Directions</u>: Key the following letter using Professional Business Associates standards.

Current Date

William Johnson Texas Conference Bureau 3501 Huisache Dallas, TX 72201-6611

Dear Mr. Johnson

Your office has contacted us about holding a future training conference in Chicago. I would be happy to assist you with any arrangements that you may need.

Chicago is a great location to hold a conference. There are several large hotels that can accommodate your housing and meeting needs. Your attendees will appreciate the ease of travel from either of our two airports to the downtown area as well as the world-class museums, restaurants, entertainment, and shopping.

I would like to schedule a conference call with you and your department managers on February 2 at 9:00 a.m. CST to begin the planning of your conference.

Sincerely

Ms. Nancy Wells, CEO Professional Business Associates

Contestant number

KEYBOARDING PRODUCTION REGIONAL 2010 PAGE 4 of 6

JOB 2—Memorandum

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

MEMORANDUM

TO: All Department Managers

FROM: Nancy Wells, Chief Executive Officer

DATE: Current Date

SUBJECT: Chicago Planning Conference Call

This is to confirm our scheduled conference call with William Johnson from the Chicago Conference Bureau on February 2, at 9:00 a.m. CST.

Please make arrangements to clear your calendar from 9:00 a.m. until 11:00 a.m. as it is important that all managers participate in the planning of our training conference to be held in Chicago.

In preparation for the conference call, each manager will need to outline their sessions, estimate attendance, and anticipate facility needs.

Contestant number

KEYBOARDING PRODUCTION REGIONAL 2010 PAGE 5 of 6

JOB 3—Table

Directions: Key the following table with borders using the Professional Business Associates table format. The column widths will need to be adjusted to keep the text from wrapping.

PROFESSIONAL BUSINESS ASSOCIATES

Administrative Support Training Sessions

Session	Attendance	Facilities
Converting to Office 2007	20	Tables, Chairs, Electricity for Laptops
Green Office Procedures	40	Tables, Chairs, Screen, LCD Projector
PBA Office Standards	40	Tables, Chairs, Screen, LCD Projector
Reference Manual Review	40	Tables, Chairs, Screen, LCD Projector

KEYBOARDING PRODUCTION REGIONAL 2010 PAGE 6 of 6

JOB 4—Report

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

Smith 1

William Smith

Nancy Wells

Chief Executive Officer

Current date

Interesting Chicago Facts

The city of Chicago may be a large metropolitan area; however, it is comprised of several smaller neighborhoods.

The Loop

The loop is considered the center of the city and was named for the strands that powered the cable cars in the late 1800s. Located in the loop are many businesses, financial, political, and cultural institutions.

Lincoln Park

The Lincoln Park Zoo is a popular visitor attraction among this quiet residential area.

Gold Coast

One of the most affluent neighborhoods in the nation hosts historically significant mansions. The mansions have been passed down through generations for over 100 years.



KEYBOARDING PRODUCTION (20) KEY

Regional – 2010

Production

	(100 points)	
TOTAL POINTS	(400 points)	
 Job 4 – One-Page Report 	(100 points)	
 Job 3 – Table 	(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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KEYBOARDING PRODUCTION KEY **REGIONAL 2010** PAGE 2 of 7



Job

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.
Tak 2 mali	0 100 4
Job 3 – Table	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.
	or enous – o pusi

TOTAL POINTS POSSIBLE **(400)**

KEYBOARDING PRODUCTION KEY REGIONAL 2010 PAGE 3 of 7



GENERAL INSTRUCTIONS

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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.
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KEYBOARDING PRODUCTION KEY REGIONAL 2010 PAGE 4 of 7



Current Date

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

Job 1—Letter

William Johnson Texas Conference Bureau 3501 Huisache Dallas, TX 72201-6611

Dear Mr. Johnson

Your office has contacted us about holding a future training conference in Chicago. I would be happy to assist you with any arrangements that you may need.

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Sincerely

Ms. Nancy Wells, CEO Professional Business Associates

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: Nancy Wells, Chief Executive Officer

DATE: Current date

SUBJECT: Chicago Planning Conference Call

Job 2—Memo

0 Errors = 100 1 Error = 90

2 Errors = 70

3 + Errors = 0

This is to confirm our scheduled conference call with William Johnson from the Chicago Conference Bureau on February 2, at 9:00 a.m. CST.

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In preparation for the conference call, each manager will need to outline their sessions, estimate attendance, and anticipate facility needs.

Contestant number

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



Job 3—Table

0 Errors = 100

1 Error = 90

2 Errors = 70

3 + Errors = 0

PROFESSIONAL BUSINESS ASSOCIATES

Administrative Support Training Sessions

Session	Attendance	Facilities
Converting to Office 2007	20	Tables, Chairs, Electricity for Laptops
Green Office Procedures	40	Tables, Chairs, Screen, LCD Projector
PBA Office Standards	40	Tables, Chairs, Screen, LCD Projector
Reference Manual Review	40	Tables, Chairs, Screen, LCD Projector

Grader: Table should include

borders.

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

Contestant number Job 3

KEYBOARDING PRODUCTION KEY REGIONAL 2010 PAGE 7 of 7



William Smith

Nancy Wells

Chief Executive Officer

Current date

Job 4—Report

0 Errors = 100

1 Error = 90

2 Errors = 70

3 + Errors = 0

Interesting Chicago Facts

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Gold Coast

One of the most affluent neighborhoods in the nation hosts historically significant mansions. The mansions have been passed down through generations for over 100 years.

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

Contestant number Job 4