

KEYBOARDING PRODUCTION (20)

Regional – 2010

Production

- Job 1 – Letter _____ (100 points)
- Job 2 – Memorandum _____ (100 points)
- Job 3 – Table _____ (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

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

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

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

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.



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KEY

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Production

- Job 1 – Letter _____ (100 points)
- Job 2 – Memorandum _____ (100 points)
- Job 3 – Table _____ (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
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.
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.
TOTAL POINTS POSSIBLE	(400)



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Example: 99-9999-9999
 Job 1

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Job 1—Letter

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

Current Date

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

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Sincerely

Ms. Nancy Wells, CEO
Professional Business Associates

Contestant Number

Contestant number
Job 1

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



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
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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—Table

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



Smith 1

William Smith

Nancy Wells

Chief Executive Officer

Current date

Job 4—Report

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2 Errors = 70
3+ Errors = 0

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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.

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Gold Coast

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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