

KEYBOARDING PRODUCTION (20)

Regional—2009

Production:

- Job 1—Memo _____ (100 points)
 - Job 2—Letter _____ (100 points)
 - Job 3—Table _____ (100 points)
- TOTAL POINTS** _____ **(300 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.

KEYBOARDING PRODUCTION (20)

Scoring Sheet

Job	Production Standards	Points
Job 1— Memo	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors= 0 points	_____
Job 2— Letter	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors= 0 points	_____
Job 3— Table	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors= 0 points	_____
TOTAL POINTS		_____ (300)

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-3.
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 in a footer on all documents in the lower left-hand corner of all work submitted.**
3. If you finish before the end of the testing time, notify the administrator of the contest. 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 of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed.

JOB 1—Memo

Directions: Key the following memo using Professional Business Associates format.

The memorandum from J.D. Wellington is to Department Managers. Use today's date. The subject is Flextime Scheduling.

A six-month experiment in flextime has been approved by the officers for implementation on Monday, April 25. At the end of six months, we will decide whether to operate on flextime permanently.

Palmer Van Martin will be setting up meetings with department heads to discuss features of the program. In order to be prepared for the meeting with Mr. Van Martin, department heads and supervisors will need to discuss the attached flextime procedures and determine whether or not it will be desirable to implement flextime in their departments.

Flextime is a voluntary program, and some departments may not be able to implement it because of the nature of the work or the people being served. The decision to operate on flextime will be made at the department level.

Contestant #

JOB 2—Letter

Directions: Key the business letter using the Professional Business Associates format. Use your contestant number for your reference initials.

Ms. Patricia Miller, Miller, Maxwell and Mayer, 501 Madison Avenue, New York, NY 10022-9162

The next regular meeting of the Board of Directors has been scheduled for 9:30 a.m., Friday, April 29, 2009 in the conference room of our corporate office. Lunch will be served.

A hotel reservation has been made in your name for the evening of April 28 at the Hotel Monaco, which is located next to the Dallas Plaza. Please let us know your travel plans so arrangements can be made for someone to meet you at the airport. Mrs. Jennings is coordinating the hotel and transportation arrangements. Should you call when I am out of the office, give her the necessary information.

Enclosed is a tentative agenda for the meeting. Should you have any questions about the agenda or wish to add any other items, please let me know.

Sincerely yours, J.D. Wellington, Chairman of the Board and President

Contestant #

Enclosure

JOB 3—Table

Directions: Key the following table using Professional Business Associates format.

PROFESSIONAL BUSINESS ASSOCIATES

Stock Information April 4 – 8, 2008

Date	Volume	High	Low	Close
April 4, 2008	1200	44.00	43.00	43.38
April 5, 2008	1323	43.75	42.50	42.50
April 6, 2008	1458	43.25	42.78	43.12
April 7, 2008	2201	44.12	43.00	44.12
April 8, 2008	1702	45.08	43.83	44.89



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KEY

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TOTAL POINTS

_____ (400)

Judges/Graders:

Please double-check and verify all scores!

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Job 3— Table	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3+ errors = 0 points	_____
	<i>TOTAL POINTS</i>	_____ <i>(300)</i>



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JOB 1— Memo – 1” top and side margins

MEMORANDUM

TO: Department Managers

FROM: J. D. Wellington

DATE: (current date)

SUBJECT: Flextime Scheduling

A six-month experiment in flextime has been approved by the officers for implementation on Monday, April 25. At the end of six months, we will decide whether to operate on flextime permanently.

Palmer Van Martin will be setting up meetings with department heads to discuss features of the program. In order to be prepared for the meeting with Mr. Van Martin, department heads and supervisors will need to discuss the attached flextime procedures and determine whether or not it will be desirable to implement flextime in their departments.

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Contestant #



JOB 2—Letter – 2” Top Margin, 1” Side Margins, Use open punctuation

Today’s date (GRADER: Check Style Manual for correct format)

Ms. Patricia Miller
Miller, Maxwell and Mayer
501 Madison Avenue
New York, NY 10022-9162

Dear Ms. Miller

The next regular meeting of the Board of Directors has been scheduled for 9:30 a.m., Friday, April 29, 2009 in the conference room of our corporate office. Lunch will be served.

A hotel reservation has been made in your name for the evening of April 28 at the Hotel Monaco, which is located next to the Dallas Plaza. Please let us know your travel plans so arrangements can be made for someone to meet you at the airport. Mrs. Jennings is coordinating the hotel and transportation arrangements. Should you call when I am out of the office, give her the necessary information.

Enclosed is a tentative agenda for the meeting. Should you have any questions about the agenda or wish to add any other items, please let me know.

Sincerely yours

J.D. Wellington
Chairman of the Board and President

Contestant Number

Enclosure



JOB 3—Table – (Table should be centered vertically and horizontally on the page.)

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