

# FUNDAMENTAL WORD PROCESSING (200)

## REGIONAL – 2019

**Production:**

Job 1 – Letter \_\_\_\_\_ (100 points)

Job 2 – Memorandum \_\_\_\_\_ (100 points)

Job 3 – Speech \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(300 points)***

**Failure to adhere to any of the following rules will result in disqualification:**

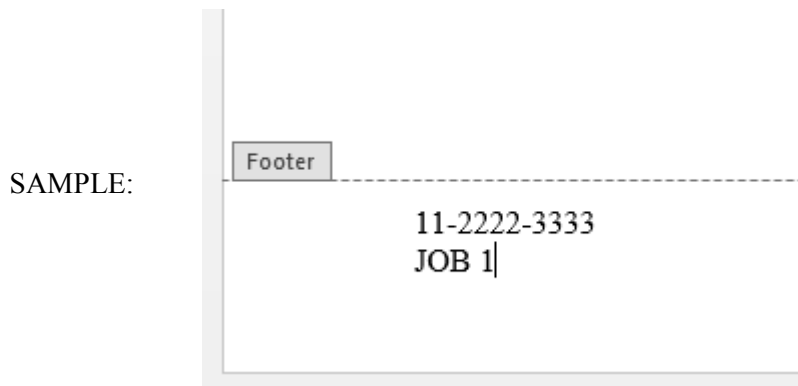
- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, 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 sixty (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. Ensure this test booklet contains Jobs 1-3
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your contestant number in any occasion you would normally key your reference initials.
5. In the lower left hand corner of ALL work submitted (unless otherwise specified) key your contestant number and job number.



6. If you complete the event before the end of the time allotted, notify the proctor. Time could be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your Jobs. Jobs should be in numerical order.

<b>PRODUCTION STANDARDS</b>	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

**JOB 1 – LETTER**

**DIRECTIONS:**

Key the following letter from Julie Smith, Manager, Human Resource Department using the *Style & Reference Manual* formatting guidelines. Send the letter Ms. Faith Smith | 1460 Blackstone Road | Cleveland, OH 32456. There is no need for a subject line. Use current date. Supply an appropriate closing.

Thank you for your interest in the position of Administrative Assistant for the Marketing Department at Professional Business Associates.

Your application has been received and forwarded to the selection committee. The committee will evaluate your qualifications for the Administrative Assistant position. Should there be a match between your skills and our current needs, we will contact you for additional information about our interview process.

Please note that only applicants who meet all of the listed minimum qualifications will be considered. Also, all finalist candidates for employment will be subject to reference, employment background, and criminal history checks.

Professional Business Associates search process takes a considerable amount of time. While we endeavor to conclude the search process as quickly as possible we will attempt to keep you informed of our progress.

We appreciate your interest in this position. To learn more about employment at Professional Business Associates, please visit our website at [www.pbs.com](http://www.pbs.com).

**JOB 2 – MEMO**

**DIRECTIONS:**

Key the following memo to New Hires form Julie Smith, Manager, Human Resources Department using today's date with a subject of Human Resource Manual using the *Style & Reference Manual* formatting guidelines. Send a copy to Nancy Wells, CEO

To help familiarize yourself with Professional Business Associates, we have provided you with access to our employee directory which can be found at: [www.pba.com/employeedirectory](http://www.pba.com/employeedirectory). We want to ensure that you feel comfortable and are able to hit the ground running.

Our dress code requires all associates to project a professional image. Don't forget to bring you company ID. We have enclosed your benefit and employee contract forms

You can find out more about Professional Business Associates culture in the Employee Handbook which has been enclosed. We're confident that you will be an asset to our company.

**JOB 3 – SPEECH**

Key the following speech for the Professional Business Associates New Employee using the *Style & Reference Manual* formatting guidelines.

I am pleased to announce that Professional Business Associates has hired a new employee who will be starting this coming Monday. Faith Smith will be the Administrative Assistant for the Marketing Department and we feel that you will find her qualifications most impressive.

Faith graduated from one of the top management schools in the country and has three years of experience in her last job. Our management team trusts that you will welcome Faith with enthusiasm and grace. Please take the time to show her around the office and explain to her how things work at our company. Thank you very much.



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Job 3 – Speech	_____	(100 points)
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**Graders: Please double check and verify all scores  
and answer keys!**

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Month Date, 2018 (use current date unless otherwise specified)

(QS)

Ms. Faith Smith  
1460 Blackstone Road  
Cleveland, OH 32456  
(DS)

Dear Ms. Smith  
(DS)

Thank you for your interest in the position of Administrative Assistant for the Marketing Department at Professional Business Associates.

**Letter**

First Page Top Margin: 2"  
Second and Subsequent Page Top Margin: 1"  
Side Margins: 1"  
Use open punctuation

Your application has been received and forwarded to the selection committee. The committee will evaluate your qualifications for the Administrative Assistant position. Should there be a match between your skills and our current needs, we will contact you for additional information about our interview process.

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We appreciate your interest in this position. To learn more about employment at Professional Business Associates, please visit our website at [www.pbs.com](http://www.pbs.com).

(DS)  
Sincerely

Note to Grade: Do not count as a mistake if they don't remove the hyperlink.

(QS)

Julie Smith, Manager  
Human Resource Department  
(DS)  
Contestant #

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0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

CONTESTANT #  
JOB #



Memo headings are 12 pt. bold

**MEMORANDUM (16 pt. bold font)**

**(DS)**  
**TO:** New Hires  
**(DS)**  
**FROM:** Julie Smith, Human Resources Department  
**(DS)**  
**CC:** Nancy Wells, CEO  
**(DS)**  
**DATE:** (student was told to use current date)  
**(DS)**  
**SUBJECT:** Human Resource Manual  
**(DS)**

**Memorandum**

Top Margin: 1"  
Side Margins: 1"

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You can find out more about Professional Business Associates culture in the Employee Handbook which has been enclosed. We're confident that you will be an asset to our company.

**(DS)**  
Contestant #  
**(DS)**  
Enclosure

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4+ Errors	0 Points

CONTESTANT #  
JOB #





**NOTE TO GRADERS:** “Professional Business Associates” could be included in the title. Comma before the conjunction “and” in a series is optional. Businessmen can be one or two words.

**SPEECH FORMATTING**

Top Margin: 1"  
Side Margins: 1"  
Spacing in Body: QS

**PROFESSIONAL BUSINESS ASSOCIATES (*bold*)**  
**(DS)**  
**New Employee (*bold*)**

**(QS)**

I am pleased to announce that Professional Business Associates has hired a new employee who will be starting this coming Monday. Faith Smith will be the Administrative Assistant for the Marketing Department and we feel that you will find her qualifications most impressive.

Faith graduated from one of the top management schools in the country and has three years of experience in her last job. Our management team trusts that you will welcome Faith with enthusiasm and grace. Please take the time to show her around the office and explain to her how things work at our company. Thank you very much.

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