

Contestant Number: _____

Time: _____

Rank: _____



ADVANCED WORD PROCESSING (210)

REGIONAL 2021

Production:

Job 1: Report	_____	(100 points)
Job 2: Minutes	_____	(100 points)
Job 3: News Release	_____	(100 points)
TOTAL POINTS	_____	(300 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

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

1. Contestant must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

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 **right** 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 may 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.

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

Job 1 – Report (100 points)

Directions:

Prepare a report with a table (no gridlines) from Nancy Wells to Lewis Franklin, Superintendent of Schools, using the *Style & Reference Manual*. Use the current date.

Test Anxiety in the Classroom

Test anxiety is the cognitive, emotional, and behavioral state of extreme discomfort during times of academic testing, evaluation, and other high-pressure situations.

Teachers are perhaps the most obvious choice for helping students with test anxiety. They're the ones who see the same students every day. They see the grades and behaviors of their students in the classroom. Many of them may even have a "sixth sense" for struggling students because of their experiences in the classroom already. So, if they haven't already ironed out the tell-tale signs of test anxiety, these are the two that teachers should know:

- Being aware of signs of test anxiety
- Discussing test-taking strategies

Signs of Test Anxiety

- Exceptional with classwork, but do poorly on assessments.
- Note when certain students claim to feel ill or in pain.
- Test anxiety can all too easily meld into long-term depression.

Test-Taking Strategies

- The simplest test-taking strategy is to arrive early to the testing area.
- A complex test-taking strategy could be establishing a regular study schedule.

Job 2 – Minutes (100 points)

Directions:

Prepare the minutes for the Audit Committee meeting for Perfect Balance Accounting, using the *Style & Reference Manual*. The meeting was held on January 13, 2021.

The Audit Committee meeting was called to order at 2 p.m. pursuant to the notice sent to all committee members in accordance with the bylaws.

The following members were present: Frank Dewey, Harold Thomas, Carlos Ramirez, Michelle Lowry, Theresa Martin and Ruby Flannigan.

David Henry, Chairman, presided and Katherine Emery recorded the proceedings of the meeting.

The minutes from the previous meeting were approved.

The members of the committee reviewed the applicants for the new CPA position. They narrowed the list down to two. Michelle Lowry will be calling them for a follow-up interview.

The committee examined the financial report for the previous year and discussed discrepancies. It was determined that three clerical errors occurred and the report was finalized.

A request for three Chromebooks for the Administrative Assistants was approved.

The next meeting is scheduled for June 16, 2021, at 10 a.m.

The meeting was adjourned at 4:15 p.m.

Job 3 – News Release (100 points)

Directions:

Prepare a News Release from Pete Duffey using the *Style & Reference Manual*. The release date will be December 13, 2021.

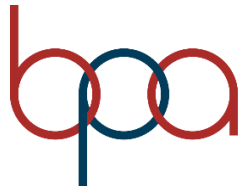
Pete Duffey, City Manager
350 Leader Drive, Suite 305
Washington, DC 20012
(202) 222-5555

OFFICE TO CLOSE FOR THE HOLIDAY SEASON

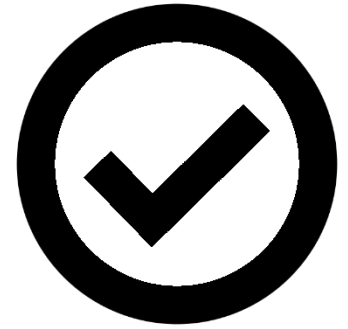
During the holiday season, all administrative offices will be closed beginning Thursday, December 23, 2021, and will re-open Monday, January 3, 2022. Essential services, including public safety, and solid waste collection will be in full operation. The City Manager and other executive staff will continue to monitor operations, provide appropriate staff direction and respond to emails and messages as necessary.

In addition to public safety, solid waste and recycling pickup, on-call Animal Control services will remain open and in operation. Use the following information for any animal, trash or inspection emergencies.

Sherriff's Office	(202) 222-0506
Waste Collections	(202) 222-9140
Public Works	(202) 222-1517
City Website	http://dc.gov



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



ADVANCED WORD PROCESSING

(210)

REGIONAL 2021

Production:

Job 1: Report _____ (100 points)

Job 2: Minutes _____ (100 points)

Job 3: News Release _____ (100 points)

TOTAL POINTS _____ (300 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

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

1. Contestant must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

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 **right** 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 may 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 placed in numerical order.

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

Job 1-Report (100 points)

Nancy Wells

Lewis Franklin

Superintendent of Schools

XX Month 20xx

Test Anxiety in the Classroom

Test anxiety is the cognitive, emotional, and behavioral state of extreme discomfort during times of academic testing, evaluation, and other high-pressure situations.

Teachers are perhaps the most obvious choice for helping students with test anxiety. They're the ones who see the same students every day. They see the grades and behaviors of their students in the classroom. Many of them may even have a "sixth sense" for struggling students because of their experiences in the classroom already. So, if they haven't already ironed out the tell-tale signs of test anxiety, these are the two that teachers should know:

- Being aware of signs of test anxiety
- Discussing test-taking strategies

Signs of Test Anxiety

- Exceptional with classwork, but do poorly on assessments.
- Note when certain students claim to feel ill or in pain.
- Test anxiety can all too easily meld into long-term depression.

Test-Taking Strategies

- The simplest test-taking strategy is to arrive early to the testing area.
- A complex test-taking strategy could be establishing a regular study schedule.

Job 2-Minutes (100 points)

PERFECT BALANCE ACCOUNTING

Minutes

Audit Committee Meeting

January 13, 2021

The Audit Committee meeting was called to order at 2 p.m. pursuant to the notice sent to all committee members in accordance with the bylaws.

The following members were present: Frank Dewey, Harold Thomas, Carlos Ramirez, Michelle Lowry, Theresa Martin and Ruby Flannigan.

David Henry, Chairman, presided and Katherine Emery recorded the proceedings of the meeting.

The minutes from the previous meeting were approved.

The members of the committee reviewed the applicants for the new CPA position. They narrowed the list down to two. Michelle Lowry will be calling them for a follow-up interview.

The committee examined the financial report for the previous year and discussed discrepancies. It was determined that three clerical errors occurred and the report was finalized.

A request for three Chromebooks for the Administrative Assistants was approved.

The next meeting is scheduled for June 16, 2021, at 10 a.m.

The meeting was adjourned at 4:15 p.m.

Secretary

Job 3-News Release (100 points)

NEWS RELEASE

From Pete Duffey, City Manager
350 Leader Drive, Suite 305
Washington, DC 20012
(202) 222-5555

Release December 13, 2021

OFFICE TO CLOSE FOR THE HOLIDAY SEASON

During the holiday season, all administrative offices will be closed beginning Thursday, December 23, 2021, and will re-open Monday, January 3, 2022. Essential services, including public safety, and solid waste collection will be in full operation. The City Manager and other executive staff will continue to monitor operations, provide appropriate staff direction and respond to emails and messages as necessary.

In addition to public safety, solid waste and recycling pickup, on-call Animal Control services will remain open and in operation. Use the following information for any animal, trash or inspection emergencies.

Sherriff's Office	(202) 222-0506
Waste Collections	(202) 222-9140
Public Works	(202) 222-1517
City Website	http://dc.gov

###