

ADVANCED WORD PROCESSING SKILLS (22)

Regional—2012

Production Portion

Job 1	Letter	_____ (100 pts.)
Job 2	Memo	_____ (100 pts.)
Job 3	Table	_____ (100 pts.)
Job 4	Speech	_____ (100 pts.)
TOTAL POINTS		_____ (400)

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 90 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 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 as a 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 testing time, notify the administrator. 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 your jobs. The jobs should be arranged in numeric order. Turn in all partial jobs.

Production Standards

0 errors	100 points
1 error	90 points
2 errors	70 points
3+ errors	0 points

Job 1 – Letter

Directions: Key the following business letter from Nancy Wells, Chief Executive Officer, following Professional Business Associates format. Use the current date for the document. The letter is to be sent to Mr. Jason Arbaro, Aztec Wishes Inc., 854 Grayson Blvd., Columbus, Ohio, 43231. The subject is: Community Service

Thank you for inviting Professional Business Associates (PBA) to take part in Aztec Wishes Inc. We are looking forward to participating in this excellent service program. PBA has a long history of giving back to the community.

I just want to clarify our commitment. We will accept wish lists for 100 children from Columbus. You will provide the first name, age and sizes for each child. All gifts will be bagged with the child's name, but not gift wrapped. The bags will be picked up at our offices on December 3, 2012.

The following associates will be working on this project. You may contact me or email any member of the team.

Aztec Wishes Inc. PBA Project Team

Name	Email	Phone Ext.
Anderson, James	janderson@pba.com	3465
Carson, Susan	scarson@pba.com	1456
Farrington, Sharon	sfarrington@pba.com	2584
Hill, William	whill@pba.com	1547
Thomas, Linda	lthomas@pba.com	3255

Our associates are very excited about receiving a child's wish list. They have asked several questions. Please email me the information so that I can forward it to them.

1. Is there a suggested amount to spend on each child?
2. Will children from the same family be identified so that family members receive

equal attention?

3. Are gift certificates acceptable?
4. May we also provide food or food gift certificates for the family?

Thank you again for providing this opportunity for our associates to help children during the holiday season. I look forward to working with your team.

Job 2– Memorandum

Please key the following memorandum to the James Anderson, Susan Carson, Sharon Farrington, William Hill and Linda Thomas using proper Professional Business Associates' memo format. It is from Nancy Wells, CEO. Use current date. The subject is Aztec Wishes Inc.

Thank you for volunteering to serve on the project team. This is a wonderful way to celebrate the holiday season and provide for children who need our help.

Our associates have responded enthusiastically to my email about participating in the Aztec Wishes Inc. project. Based on their response we will receive wish lists for 100 children from our community, All children must be matched with one of our associates. Gifts will be picked up on December 3.

Please arrange your schedules so that you are available to meet in my office next Wednesday at 1:00 p.m. We will develop a project plan, including a timeline. Your suggestions are most welcome.

Job 3—Table

Create the table shown below. The title is *Aztec Wishes Inc. PBA Project Team*. Follow the guidelines in the *Style & Reference Manual* and the guidelines shown below.

Name	Email	Phone Ext.	Responsibility
Anderson, James	janderson@pba.com	3465	Assigning children to associate
Carson, Susan	scarson@pba.com	1456	Contact person with Aztec Wishes Inc.
Farrington, Sharon	sfarrington@pba.com	2584	Prepare and distribute project plan and timeline
Hill, William	whill@pba.com	1547	Coordinate sorting and collection of all gifts
Thomas, Linda	lthomas@pba.com	3255	Prepare and deliver all communication to associates

- Use landscape page orientation.
- There should be no text wrapping.
- Double space the table without borders.

Job 4—SPEECH

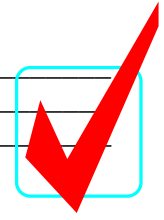
Please key the following speech from Professional Business Associates using proper Professional Business Associates' speech format. The title of the speech is: The Importance of Community Service.

Community service is necessary to maintain self, welcoming neighborhoods that provide for the needs of all residents. It is a responsibility and a privilege to volunteer to assist our neighbors.

It is especially important to work with children to provide resources and opportunities to ensure that they reach their full potential. When we assist children we are assisting in the development of a future workforce and the volunteers of the future,

Whether you provide resources or share your time, you are providing invaluable services to our youth. It doesn't matter whether you provide books or spend time helping students learn to read one. Community service is not just about donating funds, our children need caring adult role models, mentors, and tutors.

Volunteer for community service projects as often as you can. You will find that not only are you helping others, you will become a better citizen.



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KEY

Regional—2012

Production Portion

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Example: 99-9999-9999
 Job 1

3. If you finish before the end of the testing time, notify the administrator. Time may be a factor in determining the winner in the event of a tie.
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Production Standards

0 errors	100 points
1 error	90 points
2 errors	70 points
3+ errors	0 points



Job 1 – Letter (2” Top Margin)

Current Date

Mr. Jason Arbaro
Aztec Wishes Inc.
854 Grayson Blvd.
Columbus, OH 43231

If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

Dear Mr. Arbaro

COMMUNITY SERVICE

Thank you for inviting Professional Business Associates (PBA) to take part in Aztec Wishes Inc. We are looking forward to participating in this excellent service program. PBA has a long history of giving back to the community.

I just want to clarify our commitment. We will accept wish lists for 100 children from Columbus. You will provide the first name, age and sizes for each child. All gifts will be bagged with the child's name, but not gift wrapped. The bags will be picked up at our offices on December 3, 2012.

The following associates will be working on this project. You may contact me or email any member of the team.

AZTEC WISHES INC. PBA PROJECT TEAM

Name	Email	Phone Ext.
Anderson, James	janderson@pba.com	3465
Carson, Susan	scarson@pba.com	1456
Farrington, Sharon	sfarrington@pba.com	2584
Hill, William	whill@pba.com	1547
Thomas, Linda	lthomas@pba.com	3255

Contestant Number
Job 1

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



Mr. Jason Arbaro
Page 2
Current Date

LETTER—Second Page Header
At Left Margin SS:
Name of Addressee
Page 2
Date

Our associates are very excited about receiving a child's wish list. They have asked several questions. Please email me the information so that I can forward it to them.

1. Is there a suggested amount to spend on each child?
2. Will children from the same family be identified so that family members receive equal attention?
3. Are gift certificates acceptable?
4. May we also provide food or food gift certificates for the family?

Thank you again for providing this opportunity for our associates to help children during the holiday season. I look forward to working with your team.

Sincerely

Nancy Wells
Chief Executive Officer

Contestant Number

If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

Contestant Number
Job 1

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



MEMORANDUM

TO: James Anderson, Susan Carson, Sharon Farrington, William Hill, Linda Thomas
FROM: Nancy Wells, CEO
DATE: Current Date
SUBJECT: Aztec Wishes Inc.

Thank you for volunteering to serve on the project team. This is a wonderful way to celebrate the holiday season and provide for children who need our help.

Our associates have responded enthusiastically to my email about participating in the Aztec Wishes Inc. project. Based on their response we will receive wish lists for 100 children from our community. All children must be matched with one of our associates. Gifts will be picked up on December 3.

Please arrange your schedules so that you are available to meet in my office next Wednesday at 1:00 p.m. We will develop a project plan, including a timeline. Your suggestions are most welcome.

Contestant Number

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Contestant Number
Job 2

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



If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

AZTEC WISHES INC. PBA PROJECT TEAM

<u>Name</u>	<u>Email</u>	<u>Phone Ext.</u>	<u>Responsibility</u>
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Grader Notes:

- Use landscape page orientation.
- There should be no text wrapping.
- Double space the table without borders.

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

***Contestant Number
Job 3***





Job 4 – Speech

PROFESSIONAL BUSINESS ASSOCIATES

The Importance of Community Service

Community service is necessary to maintain self, welcoming neighborhoods that provide for the needs of all residents. It is a responsibility and a privilege to volunteer to assist our neighbors.

It is especially important to work with children to provide resources and opportunities to ensure that they reach their full potential. When we assist children we are assisting in the development of a future workforce and the volunteers of the future,

If a student corrects a mistake but the answer key is wrong, the student should not be marked wrong. Please accept it either way.

Whether you provide resources or share your time, you are providing invaluable services to our youth. It doesn't matter whether you provide books or spend time helping students learn to read one. Community service is not just about donating funds, our children need caring adult

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

***Contestant Number
Job 4***



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role models, mentors, and tutors.

Volunteer for community service projects as often as you can. You will find that not

only are you helping others, you will become a better citizen.

Grader Notes:

- Refer to Style and Reference Manual
- Document should be Quadruple Spaced
- 2nd Page header should be just page number right-aligned in header

Contestant Number
Job 4

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