

# ADVANCED WORD PROCESSING SKILLS (22)

## Regional—2009

Production Portion		Points
Job 1	Memo	_____ (100 pts.)
Job 2	Table	_____ (100 pts.)
Job 3	Letter	_____ (100 pts.)
Job 4	Report	_____ (100 pts.)
<b>TOTAL POINTS</b>		_____ <b>(400)</b>

- 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 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 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.
2. 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.

#### Production Standards:

<b>0 errors</b>	<b>100 points</b>
<b>1 error</b>	<b>90 points</b>
<b>2 errors</b>	<b>70 points</b>
<b>3+ errors</b>	<b>0 points</b>

You are working as an administrative assistant in the Administrative Services Department of Professional Business Associates. Your boss is responsible for planning the National Conference. You will be completing jobs related to the Exhibitors who will be renting space at the conference. Correct errors in spelling and word usage.

#### Job 1: Memo

Key the following memo from Edna Renick in the Administrative Support department. The memo is to all personnel. Use the current date and the subject of National Conference Exhibitors. Please send a copy to Nancy Wells, Chief Executive Officer.

As you know, our National Conference in 2009 will be held in Dallas, Texas. The theme for the conference is La Vista de Mañana. Because of weather-related problems the last few years with a January conference, the conference date has been moved to April in 2009.

One of the highlights of the conference is the Exhibitor Hall. Thanks to you're suggestions, each year the number of exhibitors keeps growing. Once again, we are asking you're help in gathering contact information for possible exhibitors. If you have a new vendor you feel would be interested in exhibiting with us, please provide me with their name, company name, address, phone, and e-mail address.

You can contact me at extension 5211 or at [erenick@pba.org](mailto:erenick@pba.org). I look forward to receiving lots of new suggestions!

**Job 2: Table**

Key the following information in a table with borders. The column headings will be Booth Size, Number Available, Cost, Furniture Provided, Table Skirt Provided and Table Cloth Provided. In the Skirt and Table Cloth columns put **yes** if the item is provided and **no** if it is not. The title for this table will be 2009 National Conference. The subtitle will be Exhibitor Space Information.

**BE SURE TO SAVE THIS DOCUMENT – YOU WILL INSERT THE TABLE INTO THE REPORT IN JOB 4.**

8' x 8'  
32  
\$350  
6 foot table and 1 chair  
Table skirt provided  
No table cloth provided

8' x 10'  
32  
\$375  
6 foot table and 1 chair  
Table skirt provided  
No table cloth provided

8' x 12'  
24  
\$400  
8 foot table and 2 chairs  
Table skirt provided  
Table cloth provided

8' x 16'  
20  
\$425  
2-6 foot tables and 4 chairs  
Table skirt provided  
Table cloth provided

8' x 20'  
16  
\$450  
2-8 foot tables and 4 chairs  
Table skirt provided  
Table cloth provided

**Job 3: Letter**

Key the following sample letter from Ms. Edna Renick which will be sent to prospective vendors. Because we are waiting for Ms. Wells' approval, please insert the word DRAFT at the top of the letter using an appropriate Word Art or Text Art style. Use the current date.

Prospective Vendor, ABC Company, 123 Main Street, Anytown, OH 43231

Subject: Exhibitor Information

Each year Professional Business Associates hosts a National Conference. More than 7,000 of our employees will meet to preview new products and services, review company policy and network with co-workers from around the country.

Our conference will be held in Dallas, Texas, April 20 – 23, 2009, and it is our hope your company will be one of many vendors in our exhibit hall. Traditionally, we have over 100 vendors attend our conference displaying their products that our employees use.

You will find enclosed this year's Exhibitor's Information Guide. Once you have reviewed the information, please contact me to reserve your space. You can e-mail me at [erenick@pba.org](mailto:erenick@pba.org) or call me at 888-555-5211.

We look forward to having your company represented in Dallas in 2009!

**Job 4: Report**

Key the following information sheet in report format for companies who are interested in being exhibitors at the National Conference. Use Prospective Vendors for the recipient's name and there is no Recipient's Department. The report is from Edna Renick. Use the current date. The Conference's theme is in italics. Correct formatting errors.

The title will be 2009 National Conference Exhibitor Information.

Vendors associated with Professional Business Associates are encouraged to be an exhibitor at our Annual National Conference. The 2009 Conference's theme is *La Vista de Mañana* and will be held in Dallas, Texas on April 20<sup>th</sup> – 23<sup>rd</sup>.

The following table shows booth sizes, cost, and furniture provided and table skirts and table cloths, if provided. All booths will be divided by royal blue back and side skirts. The side skirts will be half height, and the back skirts will be nine feet tall.

[Insert table from Job 2.]

Vendors who participate in our door prize program by donating at least \$25.00 in products will get a \$25.00 discount off the booth price. Door prizes are a favorite among our employees. To qualify for door prizes, employees must electronically register at 75% of the booths in the exhibit hall. We will provide the technology necessary for you to register our employees at your booth.

Door prizes are awarded throughout the conference. Larger door prizes are held for the final drawing at our banquet on the evening of April 22<sup>nd</sup>, which is the culminating event of our conference. Each exhibit booth will receive one (1) complimentary ticket to the banquet.

The Exhibit Hall will be open noon to 5:00 on April 20<sup>th</sup> and 9:00 a.m. to 5:00 p.m. on April 21<sup>st</sup> and 22<sup>nd</sup>. Exhibitors are required to have their display completely assembled by noon on April 20<sup>th</sup>. We ask that vendors do not dismantle their booth prior to 5:00 p.m. on April 22<sup>nd</sup>.

To reserve your space or obtain more information, contact Edna Renick at Professional Business Associates at 888-555-5211 or e-mail at [erenick@pba.org](mailto:erenick@pba.org).

We hope to see you in Dallas!



# ADVANCED WORD PROCESSING SKILLS (22)

## **KEY**

### Regional—2009

#### Production

- Job 1—Memo \_\_\_\_\_ (100 points)
- Job 2—Letter \_\_\_\_\_ (100 points)
- Job 3—Table \_\_\_\_\_ (100 points)
- Job 4—Report \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ **(400)**

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#### ***Judges/Graders:***

When grading computer-generated problems, refer to the *Style & Reference Manual* and Production Standards in the *Workplace Skills Assessment Program Guidelines*. Formats must match the style manual.

Please double-check and verify all scores!

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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:

<b>0 errors</b>	<b>100 points</b>
<b>1 error</b>	<b>90 points</b>
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**JOB 1—Memo**

**Graders' Notes: Top Margins 1".**

**MEMORANDUM**

**TO:** All Personnel

**FROM:** Edna Renick

**CC:** Nancy Wells, CEO

**DATE:** (Current date)

**SUBJECT:** National Conference Exhibitors

As you know, our National Conference in 2009 will be held in Dallas, Texas. The theme for the conference is La Vista de Mañana. Because of weather-related problems the last few years with a January conference, the conference date has been moved to April in 2009.

One of the highlights of the conference is the Exhibitor Hall. Thanks to your suggestions, each year the number of exhibitors keeps growing. Once again, we are asking your help in gathering contact information for possible exhibitors. If you have a new vendor you feel would be interested in exhibiting with us, please provide me with their name, company name, address, phone, and e-mail address.

You can contact me at extension 5211 or at [erenick@pba.org](mailto:erenick@pba.org). I look forward to receiving lots of new suggestions!

Contestant Number



**Graders' Notes:** Table should be vertically and horizontally centered.  
Table headings could be on one line.

**JOB 2—Table**

**2009 NATIONAL CONFERENCE**

**Exhibitor Space Information**

<b>Booth Size</b>	<b>Number Available</b>	<b>Cost</b>	<b>Furniture Provided</b>	<b>Table Skirt Provided</b>	<b>Table Cloth Provided</b>
8' x 8'	32	\$350	6 foot table and 1 chair	Yes	No
8' x 10'	32	\$375	6 foot table and 1 chair	Yes	No
8' x 12'	24	\$400	8 foot table and 2 chairs	Yes	Yes
8' x 16'	20	\$425	2-6 foot tables and 4 chairs	Yes	Yes
8' x 20'	16	\$450	2-8 foot tables and 4 chairs	Yes	Yes



**JOB 3—Letter**

**GRADER’S NOTE: Top margin 2”. “Draft” should be placed somewhere created with Word Art. Appropriate closing can be used.**

(Current Date)

**Draft**

Prospective Vendor  
ABC Company  
123 Main Street  
Anytown, OH 43231

Dear Prospective Vendor

**EXHIBITOR INFORMATION**

Each year Professional Business Associates hosts a National Conference. More than 7,000 of our employees will meet to preview new products and services, review company policy and network with co-workers from around the country.

Our conference will be held in Dallas, Texas, April 20–23, 2009, and it is our hope your company will be one of many vendors in our exhibit hall. Traditionally, we have over 100 vendors attend our conference displaying their products that our employees use.

You will find enclosed this year’s Exhibitor’s Information Guide. Once you have reviewed the information, please contact me to reserve your space. You can e-mail me at [erenick@pba.org](mailto:erenick@pba.org) or call me at 888-555-5211.

We look forward to having your company represented in Dallas in 2009!

Sincerely

Edna Renick

contestant number

Enclosure



**JOB 4--Report**

**GRADER'S NOTES: Top Margin 1". DS before and after table.**

**NOTE: Do not count off points if repeated content and format errors in table also appeared in Job 2.**

**Page number is in Header**

Edna Renick

Prospective Vendors

(Current Date)

2009 National Conference Exhibitor Information

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8' x 10'	32	\$375	6 foot table and 1 chair	Yes	No
8' x 12'	24	\$400	8 foot table and 2 chairs	Yes	Yes
8' x 16'	20	\$425	2-6 foot tables and 4 chairs	Yes	Yes
8' x 20'	16	\$450	2-8 foot tables and 4 chairs	Yes	Yes

Vendors who participate in our door prize program by donating at least \$25 in products will get a \$25 discount off the booth price. Door prizes are a favorite among our



Renick 2

employees. To qualify for door prizes, employees must electronically register at 75 percent of the booths in the exhibit hall. We will provide the technology necessary for you to register our employees at your booth.

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To reserve your space or obtain more information, contact Edna Renick at Professional Business Associates at 888-555-5211 or e-mail at [erenick@pba.org](mailto:erenick@pba.org).

We hope to see you in Dallas!