



# BASIC OFFICE SYSTEMS & PROCEDURES (220)

## REGIONAL – 2014

### Multiple Choice & Short Answer:

Multiple Choice (25 @ 4 points each) \_\_\_\_\_ (100 points)

### Production:

Job 1: Memo \_\_\_\_\_ (100 points)

Job 2: Letter \_\_\_\_\_ (100 points)

Job 3: Envelope \_\_\_\_\_ (100 points)

Job 4: Agenda \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(500 points)***

**Judges/Graders: Please double check and verify all  
scores and answer keys!**

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**Multiple Choice:** Identify the letter that best completes each sentence or answers the question and mark it on the Scantron form provided.

Q #	Answer
1	D
2	B
3	A
4	D
5	A
6	D
7	B
8	B
9	D
10	B
11	B
12	B
13	B
14	A
15	B
16	B
17	D
18	A
19	D
20	A
21	A
22	A
23	B
24	A
25	D



## MEMORANDUM

**TO:** Nancy Wells, Julie Smith  
**FROM:** Harvey Rosen, Financial Services Department  
**CC:** Roger Meyer, Administrative Support Department  
**DATE:** March 2, 2014  
**SUBJECT:** Investors

<b>Job 1 –Memorandum</b> 0 Errors = 100 1 Error = 90 2 Errors = 70 3+ Errors = 0
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We have recently been contacted by Buildco, a local property management company, about the possibility of investing in commercial properties. Due to high demand for quality rentals in our area, they have seen a rise in rents as well as a significant increase in profits and dividends. This has been something we have discussed in the past and now is probably the time to revisit the opportunities. Please review the table below and feel free to conduct your own research prior to our next meeting. This topic will be on our agenda.

### **BUILDCO PROPERTIES INCORPORATED**

#### **Rental Property Results**

<b>Building Name</b>	<b>Rental Agent</b>	<b>Square Footage</b>	<b>Rent Per Foot</b>	<b>Yearly Rent Due</b>
Federal Towers	Megan Flanagan	120,920	\$14.00	\$1,692,880
Court Towers	Sim Linov	50,000	25.50	\$1,275,000
CPL Building	Atara Moine	63,200	\$13.00	\$821,860

Contestant #



February 1, 2014 (use current date unless otherwise specified)

Dr. Roger Anderson  
Summer and McMinn Dental  
10230 Northwest Highland Drive  
Texarkana, AR 71854

**Job 2 –Letter**  
0 Errors = 100  
1 Error = 90  
2 Errors = 70  
3+ Errors = 0

Dear Dr. Anderson

I want to thank you for the opportunity to present our new business initiative. As you know, John Campy, a mutual colleague who is quite familiar with our concept, suggested we contact you.

As we discussed last week Professional Business Associates is seeking an investor who is interested in watching our business grow. We believe now is the time to invest with us, due to high demand for quality system analysis and software development and design, Professional Business Associates has increased revenue and is looking forward to record breaking profits in 2015.

I have enclosed a business plan and would appreciate your assessment. Before reviewing the plan, could you please sign, date and return the Confidentiality Agreement which is located just behind the cover page?

Thank you in advance for your time and consideration. Please don't hesitate to contact me with any questions or comments you may have. I look forward to discussing this initiative further after you have completed your review.

Sincerely

Harvey Rosen  
Financial Services Department

Contestant #

Enclosure

c Nancy Wells

Contestant #  
Job 2



Mr. Harvey Rosen  
Financial Services Department  
Professional Business Associates  
5454 Cleveland Avenue  
Columbus, OH 43231-4021

Dr. Roger Anderson  
Summer and McMinn Dental  
10230 Northwest Highland Drive  
Texarkana, AR 71854

**Job 3 –Envelope**

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0



**PROFESSIONAL BUSINESS ASSOCIATES**

**Agenda**

**Regular Meeting of the Staff**

**Wednesday, February 5, 2014, 2 p.m.**

**Stiggins Board Room, Fifth Floor**

**(QS)**

1. Call to Order—Nancy Wells, Chief Executive Officer
2. Roll Call—Harvey Rosen, Secretary
3. Reading of the Minutes—Harvey Rosen, Secretary
4. Treasurer's Report—Larry Owens for Julie Smith, Treasurer
5. Other Officer Reports
6. Committee Reports
  - Fundraising—Angelina Corinthians
  - Special Olympics—Devon Wakley
  - Recruitment—Edna Donnley
7. Unfinished Business
  - Conference Travel Approval
8. New Business
  - Commercial Investment Properties
9. Set Next Meeting Date
10. Adjourn

**Job 4 –Agenda**

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

Contestant #

Job 4