

KEYBOARDING PRODUCTION (200)

REGIONAL – 2015

Production:

Job 1 Letter _____ (100 points)

Job 2 Memorandum _____ (100 points)

Job 3 Labels _____ (100 points)

Job 4 One-Page Report _____ (100 points)

TOTAL POINTS _____ ***(400 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 60 minutes testing time

No more than ten (10) minutes wrap-up

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GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. For any problem 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 the footer in the lower left-hand corner of all work submitted unless otherwise specified.**

Example: 99-9999-9999
Job 1

3. Proofread and make all corrections to your documents.
4. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

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 letter using Professional Business Associates standards from Julie Smith in the Human Resources Department.

Ms. Jessica Williams; California Office Association; 1456 Maryland Ave.; Anaheim, CA 90806

Thank you very much for agreeing to be a presenter at our winter meeting in February 2015. We are pleased to have you as our guest and excited to hear about your research in office ergonomics, social networking, and office politics. We know you will have an excellent presentation with an abundance of useful information.

I will be in contact with you throughout the coming months to make sure you have all the details you need to help you prepare for the conference. Please do not hesitate to contact me if there is additional information you need or you have questions about the attendees. Registration materials will be going out soon and you will be on the recipient list.

We are pleased to have a person of your caliber as a presenter and know that our members will be as well. We pride ourselves in putting on an excellent conference and we know that having you as a presenter will help us reach that goal.

I look forward to working with you.

Job 2 Memorandum

DIRECTIONS: Key the following memorandum using Professional Business Associates standards. The memo is to Harvey Rosen, Financial Services Department; from Julie Smith, Human Resources Department; the subject is Winter Conference; use the current date; and includes an attachment.

Enclosed is a list of the speakers for the upcoming Conference in Anaheim. I have listed both their names and the amount we have agreed to pay them for their time at the conference. I think you will agree that we have assembled an excellent group of presenters at a reasonable cost.

All of the presenters have been contacted and have agreed to their respective presentation times. Roger Meyer and I have worked on getting out the word about these presenters because we know many people will want to attend the conference.

The conference committee will be meeting early next month to make all the final arrangements for the conference. Your input will be necessary at that time. Please begin now to prepare the financial reports.

Please call me if there are any questions before the committee meeting.

Job 3 Labels

DIRECTIONS: Key the following addresses using the Avery 5160 label template and Professional Business Associates label format.

Ms. Sally Shepard
8215 Valley Ave.
Columbus, OH 43220

Ms. Jessica Williams
California Office Association
1456 Maryland Ave.
Anaheim, CA 90806

Mr. Henry Jameson
Economic Development Council
2434 Belle Vista Dr.
Anaheim, CA 90810

Job 4 Report

DIRECTIONS: Key the following unformatted report using Professional Business Associates standards from Julie Smith to Nancy Wells, Chief Executive Officer and the title is Professional Business Associates Winter Conference. Use current date.

The planning for the Winter Conference is coming along very well. Early next month the planning committee will meet to finalize all the details. So far, presenters have been chosen, the tentative timetable is in place, and the brochures have been printed. The marketing department has been working on methods to promote the conference.

The hotel arrangements are all in place. The Executive Suites Hotel will be the main conference hotel. The Arbor View Hotel will be for overflow. Both hotel staffs have been excellent to work with. The facilities at both hotels are some of the best we have used in recent years. This is definitely going to be one of the best places to hold a conference.

Travel Arrangements

I am happy to announce that we have been able to contract with Western Airlines so they will offer all of our attendees a 10% discount on each flight. They fly from a number of cities in the United States, and this offer should prove valuable to many. All of our corporate attendees will be able to utilize Western Airlines, and they have assured us the best service they can provide.

I am sure this is going to be one of our best conferences, and I am hoping to set a record number of attendees. With the lineup of speakers, I am sure that is possible.