

# Advanced Office Systems & Procedures

(225)

REGIONAL – 2015

**Multiple Choice:**

Multiple Choice (10 @ 5 points each) \_\_\_\_\_ (50 points)

**Production Portion:**

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

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

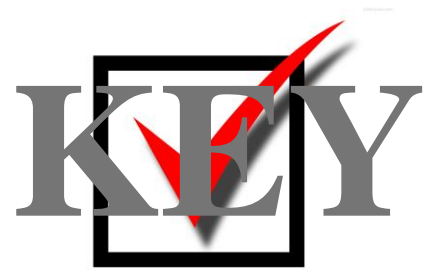
Job 3: Speech \_\_\_\_\_ (100 points)

Job 4: News Release \_\_\_\_\_ (100 points)

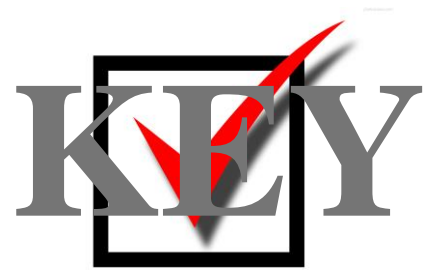
***TOTAL POINTS*** \_\_\_\_\_ (***450 points***)

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

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*Workplace Skills Assessment Program* competition.



1	A
2	B
3	A
4	B
5	B
6	A
7	B
8	B
9	C
10	B



Current Date

Mr. Matt Davenport  
Event Coordinator  
Brookdale University  
98 Upper Valley Pike  
Columbus, OH 45504

**Job 1 –Letter**

0 Errors = 100 points  
1 Error = 90 points  
2 Errors = 70 points  
3+ Errors = 0 points

Dear Mr. Davenport

**FALL LEADERSHIP CONFERENCE**

Thank you for your recent invitation to participate with you and your chapter during the 10<sup>th</sup> Annual Fall Leadership Conference hosted at Brookdale University.

Our senior management team and staff have discussed your proposal at length, and we are excited to accept your invitation to participate. I believe a face-to-face meeting with your chapter members and our team would be in order. We are impressed with the workshop titles, content and community participation you have coordinated, and we want to ensure our participation enhances your conference while showcasing the great work you are delivering.

Our administrative support department headed by Edna Renick will be your Professional Business Associates point of contact. For your review, I have enclosed an agenda for our meeting on January 25. Please let Edna know if information, dates or times need to be adjusted. She can be reached at [erenick@PBA.com](mailto:erenick@PBA.com) or 1-800-276-0948. I look forward to meeting and working with you and your students on this most valuable conference.

Sincerely

Roger Meyer, Manager  
Marketing Department

(Contestant number)

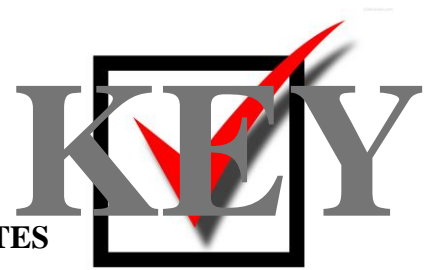
Enclosure

c Edna Renick  
Nancy Wells

(Contestant Number)

Job 1

**Note to Graders:** Highlighted words are errors contestants should have corrected.



**PROFESSIONAL BUSINESS ASSOCIATES**

**Agenda**

**Pre-Planning Meeting Fall Leadership Conference**

**Tuesday, January 20, 2015, 4 p.m.**

**Mos Eisley Cantina Board Room**

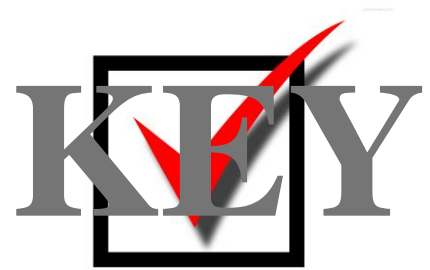
**Job 2 –Agenda**

0 Errors = 100 points  
1 Error = 90 points  
2 Errors = 70 points  
3+ Errors = 0 points

1. Call to Order—Roger Meyer, Marketing Department
2. **Roll** Call—Edna Renick, Secretary
3. Reading of the Minutes—Edna Renick, Secretary
4. Committee Reports
  - Conference Workshop Research—Grayson Kale
  - Budget—Harvey Rosen
  - Marketing —Roger Meyer
  - Day of Conference **Set-up**—Angelia Johnson
  - Coordination and Logistics—Edna Renick
5. Unfinished Business
  - Sponsorships**
  - Give aways
6. New Business
  - Endowments
  - Internships**
7. Set Next Meeting Date
8. Adjourn

**Note to Graders:** Highlighted words are errors contestants should have corrected.

(Contestant Number)  
Job 2



**OPENING REMARKS**

**10<sup>TH</sup> ANNUAL FALL LEADERSHIP CONFERENCE**

**OCTOBER 14, 2014**

Thanks, Matt [Davenport] for that warm introduction and for all of your leadership.

Congratulations on what has become one of the most dynamic deliveries of workshops in

leadership anywhere. You'll be very relieved to know that unlike some of your other speakers, I

will not be singing a cappella, sharing my views on Bill Gates, or introducing you to a new

leadership model.

It's great that a large majority of students have voiced their support, over the past couple of years, for raising leadership standards through the inclusion of ethics in the classroom. Student organizations, like yours, demand and rightfully so, access to the best curriculum, role models and opportunities. I am convinced that the profound changes leadership programs in schools are



undergoing now will bring enormous benefits for students and allow teachers to do more of what

they love. Thank you and have a great conference.

**Note to Graders:** Highlighted words are errors contestants should have corrected.

**Job 3 – Speech**

0 Errors = 100 points

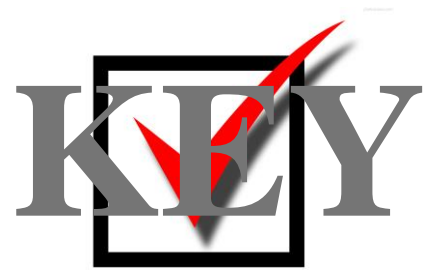
1 Error = 90 points

2 Errors = 70 points

3+ Errors = 0 points

(Contestant Number)

Job 3



**NEWS RELEASE**

From Roger Meyer  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
614-555-5555

Release January 30, 2015

**Job 4 –News Release**

0 Errors = 100 points  
1 Error = 90 points  
2 Errors = 70 points  
3+ Errors = 0 points

**Graders**

Release date must be January 30,  
2015.

**10<sup>TH</sup> ANNUAL FALL LEADERSHIP CONFERENCE**

Professional Business Associates announces its partnership and support of Brookdale University and the 10<sup>th</sup> Annual Fall Leadership Conference. In a unique and service-minded partnership PBA will be working closely with chapter members of the CTSO of Brookdale University to coordinate, market and deliver world-class leadership training to more than 300 local high schools students from around the state. Members of the Brookdale team will develop skills, apply their knowledge and transfer what they are learning in the classroom to the real world. Chief Executive Officer Nancy Wells said at a recent press conference, “the role these students play in developing the next generation is remarkable.” Ms. Wells announced the establishment of a leadership endowment of \$1,000,000 and the creation of five paid internships within Professional Business Associates to help further the mission of the Fall Leadership Conference and the Brookdale team.

Conference coordinators are currently developing the workshop schedule and content and meet weekly at the Professional Business Associates corporate offices. If your company would like to participate, support or in any way get involved please contact Roger Meyer, Marketing Department of PBA.

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