Contestant Number:

Time:

Rank:

FUNDAMENTAL WORD

PROCESSING

(200)

REGIONAL – 2016

**Production Portion:**

Job 1: Speech (100 points)

Job 2: Memorandum (100 points)

Job 3: Letter (100 points)

Job 4: Table (without borders) (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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*Workplace Skills Assessment Program* competition.

**GENERAL INSTRUCTIONS**

1. Make certain this test booklet contains Jobs 1-4.

2. Key all jobs according to the instructions given.

3. Correct any errors in formatting. Use formatting shown in the Professional Business Associates*Style & Reference Manual*.

4. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should NOT appear on any work you submit.

5. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

|  |  |
| --- | --- |
| ♒ |  |
| 99-9999-9999  Job 1 | ♒ |

*Example*:

6. 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.

7. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

**Job 1—Speech**

**Directions**:

Prepare the following speech for Nancy Wells, according to the *Style & Reference Manual*. Use Arial 12 point font for the title and subtitle; use Arial 10 point font for the body of the speech.

**PROFESSIONAL BUSINESS ASSOCIATES**

**Welcome New Employees!**

Welcome to your first day at Professional Business Associates. We are happy that you

chose our company to invest your time and talents, and we think you will be pleased you did.

At our New Employees Orientation today, you will learn about what it means to be a

representative of Professional Business Associates. We are proud of what we do, and we have

hired you to carry on that same pride. You will hear from the managers of some of our main

departments, who will explain their department’s function within the company.

Your orientation will last until noon. At that time we will have a catered lunch for you in the

corporate conference room on the sixth floor. I’ll join you again at that time. For now, please

help me welcome Edna Renick from the Administrative Support Department.

**Job 2—Memorandum**

**Directions**:

Prepare a memo from Nancy Wells to Harvey Rosen, Tom Carlson, Julie Smith, Roger Meyer, and Edna Renick, according to the *Style & Reference Manual*. Use the date February 9, 2016.

This is a reminder of the upcoming New Employee Orientation meeting we are hosting a week from Friday. I will open the meeting and then leave it up to you to carry out the remainder of the morning’s activities. I plan to join everyone again for lunch. If at all possible, please clear your calendar to have lunch with the new employees. I think it sends a great message that we value each and every one of them.

I created the following schedule based on your current calendars. You can switch times with each other if you wish, but please do so before Cindy prints the agenda next week.

9:00 Nancy Wells—Welcome

9:10 Edna Renick

10:00 Harvey Rosen

10:00 Break (coffee and rolls)

10:15 Julie Smith

11:15 Break

11:30 Roger Meyer

Noon Lunch

Thank you for making this a special morning for all of our new employees.

**Job 3—Letter**

**Directions:**

Prepare a letter to Matthew Rodriquez, according to the *Style & Reference Manual*. Use the date January 28, 2016.

Mr. Matthew Rodriquez

4629 E. Columbia Road

Cincinnati, OH 45212

Dear Mr. Rodriquez

You are cordially invited to our New Employee Orientation that will be held on Friday, February 19, during your first week at Professional Business Associates. The meeting will start at 9 a.m. and will conclude with a catered lunch for you and other new employees.

At the new Employee Orientation, you will learn about the function of our departments and where you fit in with it all. You will also learn about the benefits of working for Professional Business Associates, such as health and life insurance, paid time off, and other employee benefits. We are sure it will be a valuable session for you.

I look forward to seeing you again on February 19.

Sincerely

Julie Smith, Manager

Human Resources

**Job 4—Table**

**Directions:**

Key the following table without borders, according to the *Style & Reference Manual*. Use column heads of time, presenter, and topic. Sort the list by time in ascending order.

**New Employee Orientation**

**Friday, February 19, 2016**

|  |  |  |
| --- | --- | --- |
| 9:00 | Nancy Wells | Welcome |
|  |  |  |
| 9:45 | Harvey Rosen, Financial Services | Payroll, Financial Regulations |
| 9:10 | Edna Renick, Administrative Support | Logistics, Processes, Procedures |
| 10:15 | Break (coffee and rolls) |  |
| 10:30 | Julie Smith, Human Resources | Benefits, Enrollment in Benefits |
|  |  |  |
| 11:15 | Break |  |
| 11:30 | Roger Meyer, Marketing | Company Image and Branding |
|  |  |  |
| Noon | Lunch |  |