



Basic Office Systems & Procedures (220)

REGIONAL – 2016

Multiple Choice:

Multiple Choice (20 @ 5 points each) _____ (100 points)

Production:

Job 1 Memorandum _____ (100 points)

Job 2 Agenda _____ (100 points)

Job 3 Letter _____ (100 points)

Job 4 Envelope _____ (100 points)

TOTAL POINTS _____ (500 points)

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



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ANSWER KEY
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1	A
2	D
3	A
4	D
5	B
6	D
7	C
8	D
9	C
10	A
11	C
12	C
13	B
14	A
15	D
16	B
17	A
18	C
19	C
20	A



MEMORANDUM

TO: Nancy Wells, Julie Smith
FROM: Roger Meyer, **Financial Services Department**
CC: Tom Carlson, **Marketing Department**
DATE: January 10, 20__
SUBJECT: **Teen Entrepreneurs**

Job 1 –Memorandum

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

We have recently been contacted by TEaM, Inc., a production company specializing in teen events about the prospect of sponsorship in a new Teen **Entrepreneurship** television pilot. The owner of the production company, Daniel Towers, **knows** the value in mentoring and recognizing youth first hand. Daniel was a member of a national career and technical organization and earned top honors during a national leadership conference in his senior year of high school. He wrote in his proposal “One powerful way to nurture youngsters who are interested in entrepreneurship is to encourage their entry into competitions.”

As we have discussed this in the past, I believe now is perhaps the time to revisit the opportunities and support of these amazing young entrepreneurs. This topic will be on our **agenda** for the next leadership team meeting.

xx (Contestant Number)
Job 1



Professional Business Associates

Agenda

Regular Meeting of the Leadership Team

Friday, January 15, 20__, 10:00 a.m.

Seattle Board Room, 26th Floor

Job 2 –Agenda

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

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—Anthony Andrews for Julie Smith, Treasurer
5. Leadership Team Reports
 - Community Outreach—Deborah Reams
 - Special Olympics—Leslie Rich
 - Annual Professional Development—Lee Harper
6. Unfinished Business
 - Review TEaM, Inc., Proposal
7. New Business
 - Researching Production Companies
8. Set Next Meeting Date
9. Adjourn



January 18, 20xx

Mr. Daniel Tower
TEaM, Inc.
10897 Bank NE
Culver City, CA 90233

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

Dear Mr. Tower

Herewith this letter is to inform TEaM, Inc., that the leadership team of Professional Business Associates has studied the submitted proposal on the prospect of sponsorship in a new Teen Entrepreneurship television pilot.

After much deliberation, PBA is pleased to accept your proposal and agrees to begin the negotiations of becoming a Platinum Level sponsor. Our leadership team would also like to meet with you at your Culver City offices to continue the collaboration and develop this idea even further. Please consider February 15, 20__, as our collaboration date; my administrative assistant will work with you to make all of the arrangements.

Our leadership team is so enthusiastic about the opportunity to highlight bright, young entrepreneurs that they have conducted some extensive research about the types of competitions available to teens and the monetary value that some venture capitalists might need to support the entrepreneurial spirit. I look forward to getting together with your TEaM soon.

Sincerely

Nancy Wells
Chief Executive Officer

xx (Contestant Number)

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Job 3



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ANSWER KEY
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Nancy Wells
Chief Executive Officer
Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021

Mr. Daniel Tower
TEaM, Inc.
10897 Bank NE
Culver City, CA 90233

Job 4 –Envelope

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

xx (Contestant Number)
Job 4