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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*Workplace Skills Assessment Program* competition.

|  |  |
| --- | --- |
| 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**

**Job 1 –Memorandum**

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

**TO:** Nancy Wells, Julie Smith

**FROM:** Roger Meyer, Financial Services Department

**CC:**  Tom Carlson, Marketing Department

**DATE:** January 10, 20\_\_

**SUBJECT:** Teen Entrepreneurs

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**

**Job 2 –Agenda**

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

**Agenda**

**Regular Meeting of the Leadership Team**

**Friday, January 15, 20\_\_, 10:00 a.m.**

**Seattle Board Room, 26th Floor**

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

1. Unfinished Business

Review TEaM, Inc., Proposal

1. New Business

Researching Production Companies

1. Set Next Meeting Date
2. Adjourn

XX (Contestant Number)

Job 2

January 18, 20xx

**Job 3 –Letter**

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

Mr. Daniel Tower

TEaM, Inc.

10897 Bank NE

Culver City, CA 90233

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)

c Edna Renick

xx (Contestant Number)

Job 3

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