



**INTERMEDIATE WORD PROCESSING**

(205)

**REGIONAL 2022**

**Production:**

**Job 1: Memorandum with table \_\_\_\_\_\_\_\_\_\_ (100 points)**

**Job 2: News Release \_\_\_\_\_\_\_\_\_\_ (100 points)**

**Job 3: Table \_\_\_\_\_\_\_\_\_\_ (100 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (300 points)**

**Test Time: 60 minutes**

**GENERAL GUIDELINES:**

***Failure to adhere to any of the following rules will result in disqualification:***

1. Member must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**EXAM GUIDELINES:**

1. Ensure this test booklet contains Jobs 1, 2, and 3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual***.**
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

|  |  |
| --- | --- |
| **PRODUCTION STANDARDS** | |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

**MEMORANDUM**

**Job 1: Memorandum with table**

The following information should be keyed as a memorandum with a table using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

**TO:** Nancy Wells, CEO or Chief Executive Officer

**FROM:** Julie Smith, Human Resources

**CC:** Harvey Rosen, Tom Carlson, Roger Meyer, and Edna Renick

**DATE:** October 6, 20XX (Use Current Year)

**SUBJECT:** Open/Vacant Positions

Recently after our explosion of new clients and services to our customers, it has been clear, that we are in need of additional **personnel** in each department. These open or vacant positions will help us better support our current and potential new clients. It is up to each **department** lead to verify that the correct positions are posted on our job posting section of our website.

Attached are job descriptions for each of the open positions. Please review and consider making any changes you feel necessary. These changes will be presented to Human Resources and considered in a revision prior to the hiring process. The below positions are open and should be verified.

|  |  |  |
| --- | --- | --- |
| **Department** | **Position Vacant** | **Number of Vacancies** |
| Financial Services | Data Entry Clerk | 1 |
|  | Accounting Clerk | 1 |
|  | Spreadsheet Specialist | 3 |
|  | Financial Analyst | 2 |
| Information Technology | Administrative Assistant | 1 |
|  | **Programmer** | 2 |
|  | Software **Engineer** | 2 |
|  | Digital Media | 5 |
|  | Website Developer | 5 |
| Human Resources | Information Processing **Assistant** | 1 |
|  | Management Assistant | 1 |
|  | Payroll Specialist | 1 |
|  | Wellness **Coordinator** | 1 |
|  | HR Assistant | 1 |
|  | Administrative Assistant | 2 |
|  | Insurance Benefits Clerk | 2 |
| Marketing | Website Liaison | 1 |
|  | Management Assistant | 2 |
|  | Research Assistant | 1 |
|  | Desktop Publisher | 2 |
|  | Graphic Design Assistant | 1 |
|  | Information Processing Assistant | 1 |
| Administrative Support | Computer Applications Specialist | 1 |
|  | Legal Research Assistant | 1 |
|  | Administrative Assistant | 1 |
|  | Management Assistant | 1 |
|  | Desktop Publishing Assistant | 1 |

After reviewing the open positions, verifying job postings on our website, you may begin the interview process of fulfilling the positions. Please contact Human Resources with any questions regarding hiring protocols and processes.

Nancy Wells

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October 6, 20XX

XX (Member ID)

Enclosures

Member ID

Job # 1

**NEWS RELEASE**

**Job 2: News Release**

The following information should be keyed as a news release with a table using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

From Nancy Wells

700 Morse Road, Suite 201

Columbus, OH 43214

614-555-5555

Release October 15, 20XX (Use Current Year)

**DIGITAL SOLUTIONS SEEKS QUALIFIED PERSONNEL**

Digital Solutions is seeking highly **qualified** individuals with work experience in a variety of backgrounds. These **individuals** should not only have a strong work ethic, but drive to meet high expectations set by talented supervisors and managers. There are numerous openings within all departments. These job postings can be found on our job portal page of our website.

This expansion is a result of increased accounts and client services that Digital Solutions is experiencing. These services include software, training, web development, and many other digital services. Digital Solutions is an equal opportunity employer and provides competitive compensation **packages** for new hires after their trial period. More details can be found on our website.

# # #

Member ID

Job # 2

**Job 3: Table**

The following information should be keyed as a table with borders using the *Style & Reference Manual*. Spelling and punctuation errors are bold and underline for the grader.

**GENERATED REVENUE FROM NEW CLIENTS**

**Marketing Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Name** | **Phone Number** | **E-Mail Address** | **Potential Revenue Generated** |
| Sandra Richardson | 765-555-5262 | srichardson@att.net | $125,000.00 |
| P.T. Wally | 317-455-2563 | pwally@gmail.com | 125,650.00 |
| Xavier Sanchez | 919-879-6497 | xsanchez@yahoo.com | 300,200.00 |
| Phil West | 212-458-8754 | philwest@customsolutions.com | 452,750.00 |
| Dominque Healy | 610-526-3214 | Dominqueh1@xfinity.com | 100,560.00 |
| Carlos Garcia | 909-588-5556 | Carlos.garcia@marriott.com | 195,450.00 |
| **Total Revenue Generated** | | | **$1,299,610.00** |

Member ID

Job # 3