



**ADVANCED OFFICE SYSTEMS & PROCEDURES**

(225)

**REGIONAL 2022**

**Multiple Choice:**

Multiple Choice (20 @ 5 points each) \_\_\_\_\_\_\_\_\_\_ (100 points)

**Production:**

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

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

Job 3: Meeting Minutes \_\_\_\_\_\_\_\_\_\_ (100 points)

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (400 points)**

|  |  |
| --- | --- |
| 1. C | 11. B |
| 1. A | 12. A |
| 1. B | 13. C |
| 1. A | 14. A |
| 1. A | 15. B |
| 1. C | 16. B |
| 1. A | 17. A |
| 1. B | 18. B |
| 1. A | 19. B |
| 1. A | 20. B |

January 10, 20xx (*use current date unless otherwise specified)*

Ms. Julie Smith, Manager

Digital Solutions

700 Morse Road

Suite 201

Columbus, OH 43214

Dear Ms. Smith

Despite the significant changes to our work schedule and conditions due to the ongoing pandemic, our company has decided to continue our business operations. I would like to inform you that I am one of the employees who are eligible for the work-from-home arrangement. Hence, we may continue exchanging updates and reports regarding the current project through emails and other online media or platforms. I also have already received and fully read all the documents you sent me last week. Therefore, you may rest assured as I will be providing you with all the updates and progress reports, as previously agreed by the team.

In line with this, I would like to discuss the changes we need to implement for the project to be completed as scheduled. I understand that with the current work-from-home arrangement, on-site or face-to-face meetings and other interactions will not be possible. However, certain aspects of the project require immediate attention to accommodate the current situation properly.

I have attached a copy of my schedule and contact information with this letter for you to peruse so that we can finalize an updated timeline for the upcoming virtual meetings and sessions. I would also like to discuss with you how we may efficiently fulfil our duties and responsibilities for the project.

Thank you for your time and consideration. I look forward to completing the project with you.

Sincerely

Cindy Smith

Human Resources Assistant

xx (Member ID)

c Harvey Rosen (Note: Reference the *Style & Reference Manual* for name of Human Resources Department Manager.)

Member ID  
Job #1

**INSPIRATION STATION**

**Digital Solutions Monthly Breakfast**

Thanks to the generous donation of a wonderful community-minded philanthropist and the tremendous support of our city officials, corporate sponsors, volunteers, and staff, Inspiration Station is now a reality. All the major construction work has been completed, and the final inspection is scheduled for May 21.

The Grand Opening Committee encourages you and your family and friends to be a part of the exciting Grand Opening Celebration on Saturday, June 5. The dedication ceremony begins at 10:-- in the morning with the Mayor declaring June 5 as Inspiration Station Day and the Community Foundation President presenting the key to the Inspiration Station facility to us. At the conclusion of the program the official party will lead the tour of the facilities. Our volunteers will be available to conduct tours throughout the afternoon. A number of exhibitions featuring several inspiration models will be on display and operational as part of the tour.

A picnic lunch will be served in the cultural center beginning at 11:30. Many of our corporate sponsors generously contributed to the luncheon and donated prizes that will be given throughout the event.

Thank you for all the support and time committed to making this project a reality. It will be a great contribution to the community, and I am proud that we are a part of it.

Member ID  
Job #2

**DIGITAL SOLUTIONS**

**Minutes**

**Special Meeting of the Board of Directors**

**September 10, 2022**

A special meeting of the Board of Directors of Digital Solutions was called to order at 700 Morse Road, Suite 201, Columbus, Ohio, at 10:15 a.m. pursuant to the notice sent to all Directors in accordance with the bylaws.

The following directors were present, constituting all the directors: Nancy Wells, Harvey Rosen, Roger Meyer, Tom Carlson, Edna Renick, Julie Smith, Cindy Jones.

Nancy Wells, Chairperson presided. Julie Smith recorded the proceedings of the meeting.

The minutes of the last meeting were approved.

Cindy Jones reported the progress of the Inspiration Station and the schedule for the Grand Opening Activities. Discussion was held on the number of stations that will be open and in operation on the day of the Grand Opening and how many would be a part of the tour. Discussion on the recognition plaque design took place and Cindy Jones presented 3 options that were available to all donors. A motion was made to use Design number 2 which was created by Shawn Smith and those plaques would be placed at the main entrance. Sharon Cummings reported that there would be an overhaul of the main conference room and it would be unavailable for use for two weeks from September 15 until September 29.

Next meeting is scheduled for October 15, 2022 at 9 a.m.

No further business.

Adjourned 11:15 a.m.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Secretary

Member ID  
Job #3