

Member ID: _____

Time: _____

Rank: _____



FUNDAMENTAL WORD PROCESSING (200)

REGIONAL 2024

PRODUCTION

Job 1: Letter _____ (100 points)

Job 2: Memorandum _____ (100 points)

Job 3: Report _____ (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. 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 (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 1-3.
2. Key all jobs according to the instructions given.
3. Correct 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 on 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

JOB 1: Letter. Key the following business letter from Julie Smith, Human Resources Department, following Digital Solutions' format in the *Style & Reference Manual*. Use the current date for the document. The letter is to be sent to Mrs. Sabrina Sanchez, 1830 Holly Ridge Rd., Columbus, OH, 43219. Please correct any spellings and grammar errors and add text formatting as shown in the rough draft below.

Digital Solutions is excited to announce we have arranged a training session for all employees on **Friday, February 16, from 8 a.m. - 3 p.m.** It will take place in the North Conference Room and lunch will be provided. This training will focus on improving workplace ergonomics and is required for all employees.

Workplace ergonomics is committed to fitting the job to the person and reducing strain, fatigue, and injuries through improvements in product design and workspace arrangements. Through our training you will learn strategies to improve your personal workspace ergonomics and give feedback that allows us to create an environment that facilitates safety, efficiency, and productivity. A detailed agenda for the day has been enclosed.

We value our employees and your safety and look forward to seeing you on **February 16**. Please let me know if you have any questions or concerns.

JOB 2: Memorandum. Key the following memorandum to Tom Carlson, Roger Meyer, Edna Renick, and Harvey Rosen using Digital Solutions' memo format in the *Style & Reference Manual*. It is from Julie Smith, Human Resources Department. CC the letter to Nancy Wells, CEO. Use the current date. The subject is Employee Training. Please correct any spellings and grammar errors and add text formatting as shown in the rough draft below.

I am excited to announce that Digital Solutions will provide a mandatory training session for all employees on **Friday, February 16, from 8 a.m. - 3 p.m.** The focus of this training will be *workplace ergonomics*, and it will be held in the North Conference Room with lunch provided.

This training is being conducted by DBFB Consulting and will give our employees strategies to improve their personal workspace ergonomics and help develop a work environment that facilitates safety, efficiency, and productivity. Simple changes can help Digital Solutions lessen the number of absences due to musculoskeletal issues, reduce work-related fatigue and accidents, increase efficiency, and improve job satisfaction. It promises benefits for our company and our employees.

Digital Solutions is excited to offer this training and build a top-notch work environment for our employees. Please make sure that your department members are informed of this meeting and plan to attend. If any of your employees have questions, please let me know and I will be happy to address them. Thank you for your time and attention.

JOB 3: Report. Create the following report using Digital Solutions' report format in the *Style & Reference Manual*. The report is being sent by Martin Stephenson to Nancy Wells, CEO. Use the current date and Benefits of Workplace Ergonomics as the report title. Please correct any spellings and grammar errors and add text formatting as shown in the rough draft below.

Workplace ergonomics is something all businesses need to take into consideration. Small changes can lead to big benefits for employers and employees.

Improved Health

People who work in ergonomic workplaces have improved health. People also feel less tension in their bodies and have less accidents.

Increased Productivity

Ergonomics uses different strategies to make workstations feel more natural and comfortable. Designing a workstation that enforces good posture, less exertion, and fewer motions makes employees feel better and leads to higher productivity.

Improved Quality

Poor ergonomics leads to workers that are tired and frustrated and do not do their best work. If a job is too physically demanding, workers may not be able to perform like they were trained and make mistakes.

Obviously, there are costs involved with developing an ergonomically sound workplace environment, but in the long run the benefits far exceed them. Ergonomics is great for your business, but it is also great for your people!