

Member ID: _____

Time: _____

Rank: _____



Intermediate Word Processing (205)

REGIONAL 2025

PRODUCTION

Job 1: Two-Page Memorandum _____ (100 points)

Job 2: News Release _____ (100 points)

Job 3: Two-Page Speech _____ (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 1-3.
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 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

Job 1: Two-Page Memorandum

Key a memorandum using the text below these instructions. Use today's date. The memo will be sent to Harvey Rosen, Tom Carlson, Julie Smith, Roger Meyer, Edna Renick from Nancy Wells, who is the Chief Executive Officer. The subject will be *Digital Solutions Acquires TechSavvy Innovations*. Be sure to follow the *Style & Reference Manual* format and correct any errors in spelling, punctuation, or grammar. Format the table within the memo as a table with borders.

Digital Solutions will soon be announcing the acquisition of TechSavvy Innovations. This development marks an exciting new chapter for our organization and will present many opportunities for the growth and advancement of our company.

Taking over another company is a significant business decision that requires careful integration planning. As a leadership team, we will be spending a great deal of time identifying how TechSavvy Innovations aligns with our business goals and objectives. We will also be researching any product overlap and assessing how to best merge the two company's operations, systems, and cultures. We will work together to define clear goals, timelines, and responsibilities for the integration process.

We will also assess how best to communicate transparently with employees, customers, suppliers, and other stakeholders about the acquisition, as well as to address any concerns, manage expectations, and provide regular updates to maintain trust and minimize disruption.

The following table outlines the key aspects of this acquisition:

<u>Aspect</u>	<u>Details</u>
Company to be Acquired	TechSavvy Innovations
Expected Timeline of Final Acquisition	3rd Quarter, 2025
Implications for Employees of Digital Solutions	<ul style="list-style-type: none">• All staff will remain employed• No immediate changes to roles or responsibilities
Impact on Operations	<ul style="list-style-type: none">• Business operations will continue as usual• No disruption to current client projects
Communication Channels	<ul style="list-style-type: none">• Regular updates will be provided• Open-door policy for questions or concerns

In order to be successful, acquisitions require careful planning, execution, and management to ensure we create long-term value for our company. Collaboration, communication, and a clear strategic vision will be key to navigating this process effectively.

Digital Solutions recognize the importance of communication during this transition period and is committed to alleviating any uncertainty through open communication. Please reach out if you have any questions or require further clarification.

I understand that change can be challenging but am confident that together we will navigate this transition successfully and emerge stronger than ever as an organization. Your dedication and hard work are valued and appreciated!

Job 2: News Release

Key a news release using the information below these instructions. The release date will be 2/01/25. The news release will be from Nancy Wells, the Chief Executive Officer. Use the Digital Solutions corporate address from the organizational chart and phone number 614-555-5555. The title of the news release is “Digital Solutions Acquires TechSavvy Innovations.” Be sure to follow the *Style & Reference Manual* format and correct any errors in spelling, punctuation, or grammar.

Digital Solutions, a leading technology company that provides systems analysis, software development and design, marketing, training development, and hardware and software sales, is pleased to announce its acquisition of TechSavvy Innovations. TechSavvy Innovations, established in 2008, designs software and provides implementation services for their products. The acquisition of TechSavvy Innovations represents a strategic move to enhance Digital Solutions’ capabilities to serve customers worldwide.

“We are excited to welcome TechSavvy Innovations into the Digital Solutions’ family,” said Roger Meyer, Marketing Department Manager of Digital Solutions. “This acquisition reflects our commitment to market leadership in software design and training. We look forward to leveraging TechSavvy’s strengths to deliver even greater value to our customers.”

Digital Solutions is excited about the opportunities that lie ahead and remains committed to delivering innovative solutions and exceptional value to its customers. For more information about the acquisition or to schedule interviews, please contact Roger Meyer at (insert company phone).

Job 3: Speech

Key a speech using the information below these instructions. The speech will be given at the Digital Solutions Employee Meeting, February 1, 2025 (include the date in the subtitle). Be sure to follow the *Style & Reference Manual* format and correct any errors in spelling, punctuation, or grammar.

Good afternoon! I am honored to stand before you today to share some exciting news that will shape the future of Digital Solutions. As you may have heard, Digital Solutions will be acquiring TechSavvy Innovations, a software design company, in the near future. This acquisition presents us with boundless opportunities for growth and innovation.

TechSavvy Innovations is known for its groundbreaking software products and loyal customer base. This will allow us to expand our market reach and enrich our capabilities to deliver value to our customers. We will create something extra ordinary—a company that is not only a leader in its industry but also a beacon of innovation and excellence.

In closing, I am excited and filled with optimism for the future of Digital Solutions. With the talent, passion, and determination of our combined teams, there is no limit to what we can achieve. Together, let us write the next chapter of our success story!

Thank you for your part in making Digital Solutions the successful company that it is today.