



INTERMEDIATE WORD PROCESSING (205)

REGIONAL – 2018

Production Portion:

Job 1: Letter	_____ (100 points)
Job 2: Memorandum	_____ (100 points)
Job 3: Report	_____ (100 points)
Job 4: Speech	_____ (100 points)

<i>TOTAL POINTS</i>	_____ <i>(400 points)</i>
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Graders: Please double check and verify all scores and answer keys!

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Workplace Skills Assessment Program competition.



2" Top Margin
Use Current Date
Times New Roman 12

Current Date

Harold VanBloom
9717 Loveless Avenue
Billings, MT 50101-9432

Job 1: Letter

0 Errors = 100 points

1 Error = 90 points

2 Errors = 70 points

3 Errors = 50 points

4+ Errors = 0 points

Dear Mr. VanBloom

We appreciate your inquiry into employment opportunities in the Marketing Department here at Professional Business Associates. Our team prides itself on its award-winning promotional materials and advertisements used to sell and market the products of Professional Business Associates.

Julie Smith, manager of the Human Resources Department, forwarded your letter of application for my review. We are currently seeking a qualified staff person to fill a desktop publishing position. Your qualifications match those we are seeking for this position.

If you are interested in this position, please call my office assistant at 555-555-5555 before January 17 to set up an interview time. At that time, please provide reference information.

Please bring samples of your desktop publishing portfolio to your interview and be prepared to discuss design techniques and strategies with the marketing personnel who will be participating in the interview.

I look forward to meeting you and discussing employment opportunities at Professional Business Associates. I have enclosed a map of the location of the PBA main office and a list of nearby restaurants for your convenience while you are in the area.

Sincerely

Roger Meyer, Manager
Marketing Department

Contestant #

Enclosure

XX-XXXX-XXXX

Job #



MEMORANDUM

TO: Harvey Rosen, Financial Services Department

FROM: Roger Meyer, Marketing Department

CC: Julie Smith, Human Resources Department

DATE: Use Current Date

SUBJECT: Marketing Meeting

Exact wording of the subject line may vary

Job 2 Memorandum

0 Errors = 100 points

1 Error = 90 points

2 Errors = 70 points

3 Errors = 50 points

4+ Errors = 0 points

The next marketing meeting will be held on July 15 in Conference Room B of the Dallas Gaylord Hotel. Agenda items will include the 2018 conference to be held in Anaheim. We will need to begin to develop a marketing plan that we will utilize to promote the conference.

Your responsibility will be to develop a marketing and promotion budget for the conference and be prepared to present it to the committee at the marketing meeting.

Our marketing and resource development plans are attached. Please take the time to review the plans to assist you in preparing the budget.

Contestant #

Attachments



Wells 1

Nancy Wells

Julie Smith

Human Resources Department

Current Date in Military Style

Job 3: Report
0 Errors = 100 points
1 Error = 90 points
2 Errors = 70 points
3 Errors = 50 points
4+ Errors = 0 points

Skills Desired by Employers

Recent studies show that, for the most part, employers are satisfied with the technical skill set of young graduates, but they have serious concerns about some lacking soft skills in young employees. These non-technical or soft skills are sometimes referred to as “employability skills.” Many employers are finding that some young graduates have little grasp of the skills necessary for successful employment.

Reasons for Not Hiring Young People

Many employers feel that while technical skills can be learned on the job through training, the employability skills are more difficult to “train” and may be innate. These skills would be considered soft skills:

- Punctuality
- Communication
- Decision making
- Motivation
- Creativity

More and more, employers are seeking to assess employability skills when choosing new employees, so it is important for prospective employees to hone those skills to increase their chances for success in the workplace.



PROFESSIONAL BUSINESS ASSOCIATES

Marketing Department Meeting

Job 4: Speech

0 Errors = 100 points

1 Error = 90 points

2 Errors = 70 points

3 Errors = 50 points

4+ Errors = 0 points

It is my pleasure to welcome the Board of Directors of Professional Business Associates

to the quarterly meeting of the Marketing Department.

As head of the Marketing Department, I take great pride in the professional marketing and advertising materials and campaigns that the outstanding employees in this department produce on a daily basis in order to promote the products and services produced by Professional Business Associates. It is truly an honor to work with these dedicated employees day in and day out.

As members of the Board of Directors, I am sure you have witnessed the high-quality materials generated by our department and will join me in thanking these employees for their dedicated service to our organization.



Meyer 2

It is now my pleasure to introduce John Thomas who has been selected as the employee of the quarter. John has been a valuable member of our team for the past nine years, and he is a true asset to both the department and to the organization as a whole. Please join with me in congratulating him for this fine achievement.