BASIC OFFICE SYSTEMS AND PROCEDURES

(220)

REGIONAL – 2019

**Multiple Choice & Short Answer Section:**

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

**Production Portion:**

Job 1: Memorandum (100 points)

Job 2: Agenda (100 points)

Job 3: Letter (100 points)

Job 4: Title Page (100 points)

***TOTAL POINTS (500 points)***

**Graders: Please double check and verify all scores and answer keys!**

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*Workplace Skills Assessment Program* competition.

|  |  |
| --- | --- |
| 1. B | 11. B |
| 2. D | 12. D |
| 3. C | 13. B |
| 4. B | 14. C |
| 5. A | 15. B |
| 6. C | 16. A |
| 7. D | 17. B |
| 8. D | 18. A |
| 9. B | 19. A |
| 10. B | 20. A |

**MEMORANDUM**

**TO:** Julie Smith, Tom Carlson

**FROM:** Roger Meyer, Marketing Department

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

**DATE:**  September 25, 20\_\_

**SUBJECT:** Advertising Campaign

Beginning Tuesday, September 25, 20xx, all employees of Professional Business Associates will be partaking in a strategic advertising campaign. Each employee will be provided a sample of the new clothing line and provide feedback during the upcoming Monday’s departmental meeting.

By refocusing our advertising efforts of our new line of clothing, we will be able to maximize the exposure of our product to our target market and therefore increase our sales. Tapping into the trends of young adults will help us gain market share and sales through effective advertising.

Additionally, all employees will be provided one free company jacket from the new line of clothing to add an additional personal touch. Please go to www.cbpa.org to view the entire clothing line.

We value your opinion and hope that this information from all of the staff will increase our sales and gain additional exposure to our target market.

xx

**JAXSON INSTITUTE OF BUSINESS**

**Agenda**

**Advisory Committee Annual Meeting**

**Friday, January 20, 20\_\_, 3:30 p.m.**

**Clearwater Room, Seventh Floor**

1. Call to Order—Nancy Wells, President
2. Roll Call—Mackenzie Ray, Secretary
3. Reading of the Minutes—Mackenzie Ray, Secretary
4. Treasurer’s Report—Edna Bouie, Treasurer
5. Other Officer Reports
6. Committee Reports

Marketing— Carl Marsh

Public Relations—Lindsay John

Program Development—Marshal Grey

Personnel—Kristy Brown

1. Unfinished Business

Recruitment Event

1. New Business

Partnership with Chamber of Commerce

1. Date of Next Meeting
2. Adjournment

January 21, 20 \_\_\_ (*use current date unless otherwise specified*)

Ms. Edna Anderson

Harmon Institute of Technology

Marketing Department

6712 Cougar Drive Bld. 305

Port Orange, TX 75842-4585

Dear Ms Anderson

On behalf of the Board of Trustees of Professional Business Associates, it is my sincere honor to welcome your institution as many individuals who wrote on your behalf made clear you are a leader in the Career and Technical Education field.

We not only want to thank you for your dedication and hard work, we want to honor you by extending this elite invitation to join some of the premier leaders throughout the country.

Please review the enclosed materials, including the travel itineraries, passport requirements and committee assignments prior to our conference call in May.

I look forward to participating with you during the planning meeting. Once again welcome.

Sincerely

Nancy Wells

Chief Executive Officer

xx

Enclosures

c Roger Meyer

(Note: reference the Style & Reference Manual for name of Marketing Department Manager.)

**Marketing Strategy Proposal**

**01-\*\*\*\*-\*\***

**Basic Office Systems and Procedures**

**September 25, 20xx**