

Contestant ID: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# INTERMEDIATE WORD PROCESSING (205)

## REGIONAL 2026

### PRODUCTION

Job 1: Agenda	_____ (100 points)
Job 2: Outline	_____ (100 points)
Job 3: Report	_____ (100 points)
<b>TOTAL POINTS</b>	<b>_____ (300 points)</b>

**Test Time: 60 minutes**

### GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

### EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-3.
2. **Follow Instructions:** Complete all jobs according to the instructions given.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs 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: AGENDA**

You are to prepare an agenda for Digital Solutions regular Board of Directors meeting to be held on Wednesday, April 8, 2026, at 1 p.m. in the 6<sup>th</sup> Floor Board Room. Make sure to correct any errors in spelling, punctuation, or grammar.

Call to Order by Nancy Wells, CEO  
Roll Call by Edna Renick, Acting Secretary  
Reading of the Minutes by Edna Renick, Acting Secretary  
Treasurer's Report by Julie Smith, Treasurer  
Other Officer Reports  
Committee Reports—Audit Committee, Wendall Prentiss; Technology Committee, Tom Carlson; Employee Engagement Committee, Julie Smith  
Unfinished Business—Budget revision; Bonus compensation; Employee award nominees  
New Business—Wellness program; Four-day work week consideration  
Next meeting will be held on May 6, 2026  
Adjournment

## **JOB 2: OUTLINE**

Please key an outline with the title *Four-Day Work Week*. Make sure to correct any errors in spelling, punctuation, or grammar.

### **INTRODUCTION**

- A. How it began
- B. Current work structure and its challenges
  - 1. Employee burnout
  - 2. Work-life balance
  - 3. Productivity

### **BENEFITS**

- A. Improved productivity
  - 1. Increase in focus
  - 2. Improved efficiency
- B. Enhanced work-life balance
  - 1. Positive impact on mental health and job satisfaction
  - 2. Reduction in absenteeism and lower employee turnover rates
- C. Cost savings
  - 1. For the company, utilities and other overhead
  - 2. For the employee, savings on commuting and childcare

### **CHALLENGES**

- A. Reduced service to customers
  - 1. Impact on customers
  - 2. How to maintain service while instituting shorter work week
- B. Overburdening of employees
  - 1. Longer workdays could be difficult for employees

2. Maintaining work loads with less hours
- C. How to maintain productivity
  1. Schedule itself (four 10-hr days, staggered days)
  2. Employees buy-in

#### IMPACT ON COMPANY

- A. Maintain communication and coordination among team members
- B. Cost-Benefit Analysis

### JOB 3: REPORT

Please key a report from Javier Esposito (sender) to Julie Smith (recipient) on the current date. The report will be entitled *Four-Day Work Week*. Make sure to correct any errors in spelling, punctuation and grammar.

The five-day work week has been the standard in business for many decades. The Fair Labor Standards Act of 1938 formalized the five-day work week in this country and established overtime pay for any hours beyond 40 hours per week (U.S. Department of Labor). Prior to that time, employees often worked at least six days per week.

Recently, however, the push is on for a shorter work week. Employees are seeking a better work-life balance, and many believe they would be more productive if they were only required to work four days per week.

Some of the reasons a four-day work week has gained momentum include an increase in employee burnout with the current schedule, as well as studies that have shown an increase in productivity, even though the number of hours worked has decreased (Donges 112). This generation's employees are seeking a better work-life balance, and happier employees are more productive.

#### IMPROVED PRODUCTIVITY

Employees who have shifted to a four-day work week report more job satisfaction, leading to greater focus and improved efficiency of operations.

#### ENHANCED WORK-LIFE BALANCE

A four-day work week reduces stress by allowing more "down" time. This has a positive impact on mental health. Employees who began working a four-day schedule feel their mental health improved measurably over the course of that work schedule. Companies experienced a reduction in absenteeism and lower employee turnover rates as a result of that improved job satisfaction.

#### COST SAVINGS

There are cost savings for all sides in establishing a four-day work week. The employer is able to reduce utility costs and other overhead costs, including labor costs for custodial and building maintenance services. The employee may enjoy savings in commuting costs and daycare costs.

### CHALLENGES

There are also challenges to a business offering its employees a four-day work week. These may include a reduction in service to its customers due to the shorter hours worked by its employees. Employees may experience difficulty in maintaining their workload while working fewer hours.

The push for a four-day work week is driven by the desire of employees for a better work-life balance. It is seen by companies as a way to improve work culture and employee retention in the face of changing workforce expectations.