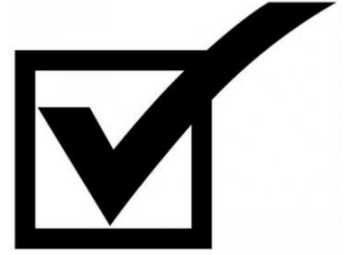


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



INTERMEDIATE WORD PROCESSING (205)

REGIONAL 2026

PRODUCTION

Job 1: Agenda _____ (100 points)

Job 2: Outline _____ (100 points)

Job 3: Report _____ (100 points)

TOTAL POINTS _____ **(300 points)**

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

DIGITAL SOLUTIONS

Agenda

Regular Meeting of Board of Directors

Wednesday, April 8, 2026, 1 p.m.

Board Room, Sixth Floor

1. Call to Order—Nancy Wells, Chief Executive Officer
2. Roll Call—Edna Renick, Acting Secretary
3. Reading of the Minutes—Edna Renick, Acting Secretary
4. Treasurer's Report—Julie Smith, Treasurer
5. Other Officer Reports
6. Committee Reports
 - Audit—Wendall Prentiss
 - Technology—Tom Carlson
 - Employee Engagement—Julie Smith
7. Unfinished Business
 - Budget Revision
 - Bonus Compensation
 - Employee Award Nominees
8. New Business
 - Wellness Program
 - Four-Day Work Week Consideration
9. Date of Next Meeting: May 6, 2026
10. Adjournment

Contestant ID
Job 1

Job 2: Outline

FOUR-DAY WORK WEEK

I. INTRODUCTION

- A. How it Began
- B. Current Work Structure and Its Challenges
 - 1. Employee burnout
 - 2. Work-life balance
 - 3. Productivity

II. 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

III. 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 workloads with less hours
- C. How to Maintain Productivity
 - 1. Schedule itself (four 10-hr days, staggered days)
 - 2. Employee buy-in

IV. IMPACT ON COMPANY

- A. Maintain Communication and Coordination Among Team Members
- B. Cost-Benefit Analysis

Contestant ID
Job 2

Job 3: Report

Esposito 1

Javier Esposito

Julie Smith

Human Resources Department

Current Date (*Military Style – 8 March 2026*)

Four-Day Work Week

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 effect on mental health. Employees who began working a four-day schedule feel their mental

Esposito 2

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 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.

Contestant ID
Job 3

(This footer should appear in the footer of page 1 and 2)