



# ADVANCED WORD PROCESSING SKILLS (210)

REGIONAL – 2017

**Production:**

Job 1: Letter	_____	(100 points)
Job 2: News Release	_____	(100 points)
Job 3: Title Page	_____	(100 points)
Job 4: Two-Page Report	_____	(100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(400 points)***

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

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*Workplace Skills Assessment Program* competition.



### GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Key all Jobs according to the instructions given.
3. Correct any obvious keyboarding errors and incorporate any editing notations.
4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should NOT appear on any work you submit.
6. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

}}  
*Example:*

99-9999-9999 Job 1
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7. If you finish before the end of the allotted testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
8. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

| <b>Production Standards</b> |                   |
|-----------------------------|-------------------|
| <b>0 Errors</b>             | <b>100 points</b> |
| <b>1 Error</b>              | <b>90 points</b>  |
| <b>2 Errors</b>             | <b>70 points</b>  |
| <b>3 Errors</b>             | <b>50 points</b>  |
| <b>4+ Errors</b>            | <b>0 points</b>   |

Contestant Number  
Job #



Current date

Mrs. Joyce Wittman  
Liberty Corporation  
5932 Liberty Avenue  
Roanoke, VA 24157

Dear Mrs. Wittman

### ERGONOMICS IN THE WORKPLACE

As a business owner, you want to prevent injuries that will affect work performance. Injuries can occur due to poorly designed workstations. Common symptoms of poorly designed workstations include back pain, hand, wrist neck and/or shoulders pain. These can lead to costly injuries/disorders down the road. We have developed a list of tips that businesses such as yours can use to help prevent employee injuries. These tips include:

1. Choose the right ergonomic office chair
2. While standing, distribute body weight evenly to the front, back and sides of the feet
3. Get up and move – take a break every half hour for two minutes in order to stretch
4. Properly position desks, keyboards, and computer screens

We sell ergonomic office furniture, glare reducing computer screens, ergonomic keyboards, foot rests and other products. We also provide consulting services to assist you in determining the ergonomically correct choices for your business. Please see the enclosed document for further information.

Please contact us at your convenience to set up a free no obligation quote. I can be reached at (800) 346-3921. I look forward to hearing from you soon.

Sincerely

Chris Meriview  
Ergonomics Specialist

Student contestant number

Enclosure

Contestant Number  
Job #

#### Job 1: Letter

#### Job 1 – Grading

0 Errors = 100  
1 Error = 90  
2 Errors = 70  
4+ Errors = 0



**NEWS RELEASE**

From Nancy Wells  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
614-555-5555

Release July 1, 2017

**PROFESSIONAL BUSINESS ASSOCIATES  
PROMOTES GOOD OFFICE ERGONOMICS**

Professional Business Associates believes in the importance of good office ergonomics. The company has just recently updated all workstations in the Columbus, Ohio, office to meet proper office ergonomics standards. Nancy Wells, Chief Executive Officer, challenged her corporate staff to oversee the updating of work stations by June 30 of this year. Updates included new ergonomic chairs, keyboarding trays, stands for computer monitors (when needed) and non-glare computer screens.

###



## **Ergonomics in the Workplace**

**Contestant Number**

**Advanced Word Processing**

**Current Date**

Contestant Number  
Job #



Contestant Number 1

Chris Meriview

Joyce Wittman

Liberty Corporation

Use Current Date

The header should contain the contestant number & Page # on the right side of the header.

### Ergonomics in the Workplace

A hot topic in the office has to do with office “ergonomics”. Webster’s dictionary gives the following definition for Ergonomics: an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely. An office that is designed around the employee will be an office that best serves the employer. This report will choose three aspects of office ergonomics and explore them briefly.

#### Display Screens

A consideration when looking at display screens is glare. Products are available that will cut the glare. Lighting and placement in the workplace will make a difference in the amount of screen glare to which the worker is subjected.

#### Desk

The display screen and keyboard should be in locations that are correct for the worker. The keyboard needs to be adjustable at a height of about 26 inches from the floor for most workers. The display screen should be arranged so the top of the screen is even with the worker’s eye level about 20 inches away.



Contestant Number 2

Chair

It is estimated that the biggest single factor in worker productivity is the chair. It should promote good posture. It should be easily adjustable, and it should support the lower back. The worker should be able to sit so their heels rest firmly on the floor.

In summary, there are more issues involved in ergonomics than what is listed above. There are many products available to promote comfort and to prevent injuries for the office worker.