

(100 points)

FUNDAMENTAL WORD PROCESSING (200)

REGIONAL – 2019

Production:			

Job 1 – Letter

Job 2 – Memorandum ______(100 points)

Job 3 – Speech (100 points)

TOTAL POINTS _____(300 points)

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

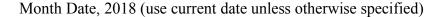
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Workplace Skills Assessment Program competition.

FUNDAMENTAL WORD PROCESSING - REGIONAL 2019 ANSWER KEY

Page 2 of 4



(QS)

Ms. Faith Smith 1460 Blackstone Road Cleveland, OH 32456 (DS) Dear Ms. Smith (DS)

Letter

First Page Top Margin: 2"

Second and Subsequent Page Top Margin: 1"

Side Margins: 1"

Use open punctuation

Thank you for your interest in the position of Administrative Assistant for the Marketing Department at Professional Business Associates.

Your application has been received and forwarded to the selection committee. The committee will evaluate your qualifications for the Administrative Assistant position. Should there be a match between your skills and our current needs, we will contact you for additional information about our interview process.

Please note that only applicants who meet all of the listed minimum qualifications will be considered. Also, all finalist candidates for employment will be subject to reference, employment background, and criminal history checks.

Professional Business Associates search process takes a considerable amount of time. While we endeavor to conclude the search process as quickly as possible, we will attempt to keep you informed of our progress.

We appreciate your interest in this position. To learn more about employment at Professional Business Associates, please visit our website at www.pbs.com.

(DS)

Sincerely

Note to Grade: Do not count as a mistake if they don't remove the hyperlink.

(QS)

Julie Smith, Manager Human Resource Department (DS) Contestant #

PRODUCTION STANDARDS				
0 Errors	100 Points			
1 Error	90 Points			
2 Errors	70 Points			
3 Errors	50 Points			
4+ Errors	0 Points			

FUNDAMENTAL WORD PROCESSING - REGIONAL 2019 ANSWER KEY Page 3 of 4



Memorandum

Top Margin: 1" Side Margins: 1"

MEMORANDUM (16 pt. bold font)

(DS)

TO: New Hires

(DS)

FROM: Julie Smith, Human Resources Department

(DS)

CC: Nancy Wells, CEO

(DS)

DATE: (student was told to use current date)

(DS)

SUBJECT: Human Resource Manual

(DS)

To help familiarize yourself with Professional Business Associates, we have provided you with access to our employee directory which can be found at: www.pba.com/employeedirectory. We want to ensure that you feel comfortable and are able to hit the ground running.

Our dress code is for all associates to project a professional image. Don't forget to bring you company ID. We have enclosed your benefit and employee contract forms to allow for time to review them before signing.

You can find out more about Professional Business Associates culture in the Employee Handbook which has been enclosed. We're confident that you will be an asset to our company.

(DS)

Contestant #

(DS)

Enclosure

PRODUCTION STANDARDS				
0 Errors	100 Points			
1 Error	90 Points			
2 Errors	70 Points			
3 Errors	50 Points			
4+ Errors	0 Points			



FUNDAMENTAL WORD PROCESSING - REGIONAL 2018 ANSWER KEY Page 4 of 4

NOTE TO GRADERS: "Professional Business Associates" could be included in the title. Comma before the conjunction "and" in a series is optional. Businessmen can be one or two words.

SPEECH FORMATTING

Top Margin: 1" Side Margins: 1" Spacing in Body: QS

PROFESSIONAL BUSINESS ASSOCIATES (bold) (DS) New Employee (bold)

(QS)

I am pleased to announce that Professional Business Associates has hired a new employee who will be starting this coming Monday. Faith Smith will be the Administrative Assistant for the Marketing Department and we feel that you will find her qualifications most impressive.

Faith graduated from one of the top management schools in the country and has three years of experience in her last job. Our management team trusts that you will welcome Faith with enthusiasm and grace. Please take the time to show her around the office and explain to her how things work at our company. Thank you very much.

PRODUCTION STANDARDS				
0 Errors	100 Points			
1 Error	90 Points			
2 Errors	70 Points			
3 Errors	50 Points			
4+ Errors	0 Points			