



FUNDAMENTAL WORD PROCESSING (200)

REGIONAL – 2019

Production:

Job 1 – Letter	_____	(100 points)
Job 2 – Memorandum	_____	(100 points)
Job 3 – Speech	_____	(100 points)
<i>TOTAL POINTS</i>	_____	<i>(300 points)</i>

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

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Workplace Skills Assessment Program competition.



Month Date, 2018 (use current date unless otherwise specified)

(QS)

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

Dear Ms. Smith
(DS)

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

Letter

First Page Top Margin: 2"
Second and Subsequent Page Top Margin: 1"
Side Margins: 1"
Use open punctuation

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

CONTESTANT #
JOB #



Memo headings are 12 pt. bold

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 your 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

Memorandum

Top Margin: 1"

Side Margins: 1"

PRODUCTION STANDARDS

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



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