



BASIC OFFICE SYSTEMS AND PROCEDURES (220)

REGIONAL – 2019

Multiple Choice & Short Answer Section:

Multiple Choice (20 @ 5 points each) _____ (100 points)

Production Portion:

Job 1: Memorandum _____ (100 points)

Job 2: Agenda _____ (100 points)

Job 3: Letter _____ (100 points)

Job 4: Title Page _____ (100 points)

TOTAL POINTS _____ ***(500 points)***

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

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1. B	11. B
2. D	12. D
3. C	13. B
4. B	14. C
5. A	15. B
6. C	16. A
7. D	17. B
8. D	18. A
9. B	19. A
10. B	20. A



MEMORANDUM

TO: Julie Smith, Tom Carlson

FROM: Roger Meyer, Marketing Department

CC: Nancy Wells, CEO or Chief Executive Officer

DATE: September 25, 20__

SUBJECT: Advertising Campaign

Beginning Tuesday, September 25, 20xx, all employees of Professional Business Associates will be partaking in a strategic advertising campaign. Each employee will be provided a sample of the new clothing line and provide feedback during the upcoming Monday's departmental meeting.

By refocusing our advertising efforts of our new line of clothing, we will be able to maximize the exposure of our product to our target market and therefore increase our sales. Tapping into the trends of young adults will help us gain market share and sales through effective advertising.

Additionally, all employees will be provided one free company jacket from the new line of clothing to add an additional personal touch. Please go to www.cbpa.org to view the entire clothing line.

We value your opinion and hope that this information from all of the staff will increase our sales and gain additional exposure to our target market.

xx



JAXSON INSTITUTE OF BUSINESS

Agenda

Advisory Committee Annual Meeting

Friday, January 20, 20__, 3:30 p.m.

Clearwater Room, Seventh Floor

1. Call to Order—Nancy Wells, President
2. **Roll** Call—Mackenzie Ray, Secretary
3. Reading of the Minutes—Mackenzie Ray, Secretary
4. Treasurer's Report—Edna Bouie, Treasurer
5. **Other Officer Reports**
6. Committee Reports
 - Marketing— Carl Marsh
 - Public Relations—Lindsay John
 - Program Development—Marshal Grey
 - Personnel**—Kristy Brown
7. Unfinished Business
 - Recruitment Event**
8. New Business
 - Partnership with Chamber of Commerce**
9. Date of Next Meeting
10. Adjournment



January 21, 20 ____ (*use current date unless otherwise specified*)

Ms. Edna Anderson
Harmon Institute of Technology
Marketing Department
6712 Cougar Drive Bld. 305
Port Orange, TX 75842-4585

Dear Ms Anderson

On behalf of the Board of Trustees of Professional Business Associates, it is my sincere honor to welcome your institution as many individuals who wrote on your behalf made clear you are a leader in the Career and Technical Education field.

We not only want to thank you for your dedication and hard work, we want to honor you by extending this elite invitation to join some of the premier leaders throughout the country. Please review the enclosed materials, including the travel itineraries, passport requirements and committee assignments prior to our conference call in May.

I look forward to participating with you during the planning meeting. Once again welcome.

Sincerely

Nancy Wells
Chief Executive Officer

xx

Enclosures

c Roger Meyer

(Note: reference the Style & Reference Manual for name of Marketing Department Manager.)

Contestant #
Job #



Marketing Strategy Proposal

01-**_****

Basic Office Systems and Procedures

September 25, 20xx

Contestant #
Job #