



BASIC OFFICE SYSTEMS & PROCEDURES (220)

REGIONAL – 2020

Objective Questions:

Multiple Choice and True/False (20 @ 5 points each) _____ (100 points)

Production:

Job 1: News Release _____ (100 points)

Job 2: Memorandum _____ (100 points)

Job 3: Letter _____ (100 points)

TOTAL POINTS _____ **(400 points)**

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

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PART 1 – OBJECTIVE QUESTIONS

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

PART 2 – PRODUCTION	
Production Standards	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points



**NEWS RELEASE
(DS)**

From Roger Meyer
5454 Cleveland Avenue
Columbus, OH 43231-0421
614-555-1324

(DS)
Release June 1, 2020

JOB 1 – News Release

News Release
Top Margin: 1”
Side Margins: 1”
Spacing of Body Text: DS

(QS)

2020 PROFESSIONAL BUSINESS ASSOCIATIONS MARKETING CAMPAIGN

(QS)

Professional Business Associates is very excited to announce their new internal 2020 Professional Business Associates Marketing Campaign. This campaign will provide the team members at Professional Business Associates opportunities to give back to the many communities they are located in across the United States and Puerto Rico. Team members will be able to select where they would like to donate their time and talent and are encouraged to include their family members as well. The theme is to be the change they want to see in the world which is also in alignment with the mission and vision of the organization.

If you or your business is looking for volunteers, please contact Roger Meyer, Marketing Department Manager, at 614-555-1324 to have your information added to the list of opportunities for the team members of Professional Business Associates. The campaign will run from June 1, 2020 until December 31, 2020.

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JOB 2 – Memorandum

MEMORANDUM (16 pt)

TO: Tom Carlson, Julie Smith, Edna Renick, Harvey Rosen (12 pt)

FROM: Roger Meyer, Marketing Department Manager

CC: Nancy Wells, Chief Executive Officer

DATE: Current date

SUBJECT: 2020 Professional Business Associates Marketing Campaign

Memorandum
Top Margin: 1”
Side Margins: 1”

We would like to make you all aware of the upcoming 2020 Professional Business Associates Marketing Campaign beginning June 2020. This internal campaign will provide opportunities to give back to the communities. In alignment with our mission and vision, we have developed an upcoming campaign that will include opportunities for participation for all PBA team members from June – December 2020.

I have enclosed some ideas for opportunities to volunteer for your team members and also the payroll policies associated with this campaign. Each team member will be allotted 10 hours of paid time but will need to work with their immediate supervisor to coordinate this time off. It may be used during the work week, but it can also be used during evenings and weekends as well.

If you or any of your team members have questions or concerns, please contact me at 614-555-1324. Thank you for your time and support of the 2020 PBA Marketing Campaign.

Contestant #

Enclosures

Contestant #
Job 2



JOB 3 – Letter

Current Date

(QS)

Ms. Donna Kolehouse, CEO
Travel With Me Unlimited
116 River Drive
Nashville, TN 21345

(DS)

Dear Ms. Kolehouse

(DS)

2020 PROFESSIONAL BUSINESS ASSOCIATES MARKETING CAMPAIGN

(DS)

We are very excited to announce our upcoming campaign to encourage our team members to give back to the communities we are located in across this great nation. Our 2020 Professional Business Associates Marketing Campaign will provide our team members with time to volunteer where and how they would like. They may also include their families when possible.

We would like to offer an incentive of a grand prize trip for the top five team members who log the most volunteer hours during our campaign that runs from June 1, 2020 until December 31, 2020. We are hoping you can assist us with some discounted vacation packages for these team members and up to three of their family members. I have included information about our campaign for your review.

Please contact me at 614-555-1324 if this is something you believe your company could assist us with and would like to discuss further. I look forward to hearing from you at your earliest convenience.

Sincerely

(QS)

Roger Meyer
Marketing Department Manager

Contestant #

Enclosures

c Nancy Wells

Contestant #

Job 3

Letter
Top Margin: 2”
Second & Subsequent Page Top Margin: 1”
Side Margins: 1”
Use open punctuation