

ADVANCED OFFICE PROCEDURES (26)

REGIONAL 2013

CONTESTANT ID# _____ START TIME _____ END TIME _____



KEY

Objective Questions (20 @ 5 pts. each) _____ (100 pts)

Production Portion

Job 1	Table	_____ (100 pts)
Job 2	Memo	_____ (100 pts)
Job 3	Letter	_____ (100 pts)
Job 4	Press Release	_____ (100 pts)

TOTAL POINTS _____ (500 pts)

Judges / Graders:

Please double-check and verify all scores!

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Workplace Skills Assessment Program competition

Multiple Choice: Identify the letter that best completes each sentence or answers the question and mark it on the Scantron form provided.

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

Canton Thunderbirds

Number	First Name	Last Name	Position	Gym	Start Time	From
17	Antoine	Aguido	G	1	9:00 a.m.	Germany
22	Antonio	Graves	G	1	9:00 a.m.	MI
11	Keith	McLeod	G	1	9:00 a.m.	NY
21	Dante	Milligan	F	1	9:00 a.m.	CO
	Ira	Newbie	Assistant	1	9:00 a.m.	MA
32	Tyrell	Biggs	F	2	10:00 a.m.	PA
9	Manny	Harris	G	2	10:00 a.m.	ID
33	Franklin	Hassell	F	2	10:00 a.m.	TX
	Alex	Jensen	Head Coach	2	10:00 a.m.	ND
10	TJ	Campbell	G	3	10:30 a.m.	OR
24	Travis	Franklin	F	3	10:30 a.m.	China
14	Kyle	Gibson	G	3	10:30 a.m.	LA

Job 1 – Table

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

Graders:

Sorting errors should count as one production error each.
 All other production errors are individually counted.

xx (Contestant Number)
 Job 1

MEMORANDUM

TO: Julie Smith, Human Resources
FROM: Roger Meyer, Marketing Department
CC: Nancy Wells, CEO
DATE: Current Date

SUBJECT: Thunderbirds & Professional Business Associates Community Service Day

The Canton Thunderbirds have confirmed their participation in our Community Service Day on **Saturday**, June 29, 2013. Coach Jensen has forwarded a list of ten players and **two** coaches who will attend. As you know this is our biggest community service event of the year with more than **300** boys and girls who attend the **one-day** event.

It will be vital that we have identified members of the Professional Business Associates team who will assist each player and coach as we navigate this event. We will expand our offerings to include the use of three of our gyms and we will divide the parking lots to create outdoor basketball space with mobile basketball hoops.

I will begin to develop a marketing plan based on this new collaboration and I will keep you informed of our progress. So that you may begin the security protocol process, I have included a list of the players and coaches below.

Alex Jensen, Head Coach; Ira Newbie, Assistant; Antoine Aguido, Player; Antonio **Graves**, Player; Keith McLeod, Player; Dante Milligan, Player; Tyrell Biggs, Player; Manny Harris, Player; Franklin Hassell, Player; TJ Campbell, Player; Travis Franklin, Player; Kyle Gibson, Player

xx (Contestant Number)
Job 2

Job 2 –Memorandum

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

March 8, 2013 (use current date unless otherwise specified)

Pierce Stratton
Stratton Professional Image Management
2356 E. Central Avenue
Columbus, OH 43209

Job 3 –Letter	
0 Errors =	100
1 Error =	90
2 Errors =	70
3+ Errors =	0

RE: Community Service Day

Dear Mr. Stratton

We have recently confirmed the attendance of the Canton Thunderbirds along with two coaches for our annual Community Service Day here at Professional Business Associates. In November, you proposed a partnership of our two companies to showcase this event and to benefit the community. It is with great pleasure that I offer you the opportunity to co-host this year's event. With the added exposure of the NBA D-League players we believe the Community Service Day could benefit from your expertise.

This year's event will be held on Saturday, June 29 at the corporate headquarters of Professional Business Associates. It will begin at 8:00 a.m. with registration and activities. We have expanded the use of our indoor facilities and the parking lot to accommodate more youth.

If you or any member of your team is interested in participating, please consider attending the next committee meeting on March 10, 2013 at 1:00 p.m. in conference room #3 on the North Wing. Please contact my Administrative Assistant with name and contact information so that she can have credentials ready for the participants as they enter the facility.

We are looking forward to this collaborative community effort and I hope to be hearing from you soon. If you have any questions or concerns, or if you would like to meet with me prior to this committee meeting, please contact me on my private line at (601-444-2873).

Sincerely

Julie Smith
Human Resources Department

xx

c Roger Meyer

xx (Contestant Number)
Job 3

From Roger Meyer
5454 Cleveland Avenue
Columbus, OH 43231-4021
614-555-5555

Release April 10, 20__

Job 4 –News Release

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

COMMUNITY SERVICE DAY AT PROFESSIONAL BUSINESS ASSOCIATES

Professional Business Associates announces the collaboration of Stratton Professional Image Management and the Canton Thunderbirds to host the 20xx Community Service Day. This year's event will include team mentorship by NBA players including Dante Milligan, Tyrell Biggs, and Kyle Gibson along with Head Coach Alex Jensen. This year's event will be held on Saturday, June 29 2013 at the corporate headquarters of Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH. Youth of all ages are encouraged to register by calling 602-394-3309, registering online at www.CSD.org or by picking up a registration form at any Albertson's or Food Saver.

Interested in volunteering your time? We can use your help with this community event contact Roger Meyer in the Human Resources Department at Professional Business Associates at 614-555-5555 for more information.

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xx (Contestant Number)
Job 4