

COPY TEST

Use a 1 inch margin all around, copy the following letter to be mailed off to prospective clients. Ensure that the corrections rules are adhere to. Save the task and mail to the teacher.

Dear *Please revise this text and send letter to applicant.*

Thank you ~~very much~~ for your inquiry concerning a position with our company as our administrative assistant. #

Our administrative assistants are promoted to those positions after they have worked in our company for ~~a number of years~~ <sup>at least</sup> ~~years~~. They must demonstrate their ability to work efficiently within ~~the~~ <sup>our</sup> office system. ~~→~~ think you will find similar hiring <sup>policies</sup> ~~practices~~ in most companies.

We ~~do~~ have several openings for word processing operators in our headquarters office. It you would like to be considered for one of these positions, please complete the enclosed application and return it to James Baker, Human Resources Division. #

If you decidee to pursue a position with our company, I think you will find that we have ~~an excellent promotion policy for qualified employees.~~ *very attractive working conditions and*

Yours truly

Mrs. Doris J. Collie  
Human Resources Director  
Five Lakes Real Estate Co.  
One Point Gold Circle Plaza  
P.O.Box R. 1111  
Rum Cay, Ragged Island.

## TASK 2 – BUSINESS LETTER & ENVELOPE

**Instructions:** Key the following letter using block format and open punctuation on a full sheet of paper provided in the booklet. Use side margins of 1.5" on the left and 1" on the right. Block the paragraph. Note that the lines may not end as in the script. Type an envelope using the USPS style. Type address in the return address position on the envelope.

(Today's date)

Mrs Nia L. Balls, Principal  
Central High School  
P.O. Box CH 76543  
Nassau, N.P.  
2 . 1

Dear Mrs Balls

Your question about the effect of WP <sup>spell</sup> equipment on the need for keying accuracy is a timely one.

Accuracy of documents processed is just as important now as ever before. The ease with which keying errors can now be corrected, however, has shifted the emphasis from number of input errors made to skill in finding and correcting these errors.

A major weakness of those who take employment tests is their inability to detect and correct the errors they make. Therefore, we suggest that employee training should emphasize proof-reading and error correction rather than error free input.

A grading system rewarding efficient proof-reading and correction skills instead of penalizing errors of initial input is worthy of your serious consideration.

Sincerely yours

Mrs Lana Been  
Human Resources Manager

**TASK 3 – DISPLAY**

**Instructions:** Input/key the following advertisement on a full sheet of paper provided in the booklet. Center each line horizontally and the entire task vertically. Follow all line endings unless otherwise instructed. Follow all other instructions as indicated throughout the task.

Senior Citizens  
QS

Don't let technology leave you behind!  
DS

SS { a designed computer class  
just for senior citizens }  
QS

SS [ Learn the BASICS in just 10 weeks  
2 sessions per week  
Times: 10 am - 12 noon Mondays and  
Wednesdays  
Small classes (Maximum of 10 persons)  
PERSONAL<sup>DS</sup> ATTENTION ]

SS [ classes begin September 13, 2010  
Special Introductory offer \$500  
Registration July 26, through August 20, 2010 ]

make  
one  
line  
QS  
(For more information contact the Admissions Office  
at 364-6059)

Total marks [17]

## TASK 4 – MEMORANDUM

**Instructions:** Create the form for the following standard memorandum using the paper provided in the rear of the booklet. Use a top margin of 2.0" and side margins of 1". Headings are to be keyed at the left margin of the page. The memorandum is addressed to 'Training Officer, Human Resources Department from Mr Richard Williams, C. E. O. The subject is "Skills For Entry Level WP Applicants". Use today's date.

As we update and prepare for the training of new personnel, please note the following:

(a) While we require typing speed, accuracy is also important. Applicants should have a minimum typing speed of 35 - 40 words per minute. Once this speed has been attained, emphasis should be placed on accuracy. Accuracy in the WP environment includes the ability to identify when a keyboarding error has been made so that it may be easily corrected on WP equipment.

(b) Word Processing specialists should also be competent in proof-reading. This is the ability to read what is actually on the page, not what we hope will be there. This requires a higher degree of attention to detail. Proof-reading for typographical errors is only one part of that skill.

(c) A key qualification for WP applicants is grammatical skills. The ability to spell, punctuate and capitalize is very important in transcribing dictation.

Please ensure that these are included in the revised curricula for our training programmes.

XX

## TASK 5 - TABULATION

**Instructions:** On a half sheet of paper display the following table centered horizontally and vertically. Put equal spacing between columns. Follow all other instructions given throughout the task.

Computers Product Dealers (Center / caps)  
(DS)

As of June 2010 (Initial caps / center)  
(TS)

Name	Location (DS)	Telephone (TS)
Computers Sales & Service	#360 Alfafa St	(242)-392-666
Computer Systems	#50 Rosetta St	(242)-362-774
PC Tailors	#600 Mackey St	(242) 326-1000
Office Products	Lakes Field Shopping Center	(242)-302-77
Micro Solutions	Palmdale Shopping Center	(242)-356-8
Software Specialists	J. F. Kennedy Shopping Center	(242)-328-

1. Type Company Name in all caps  
2. Underline column headings

Total marks [21]