



**DO NOT BEGIN GRADING THIS CONTEST
UNLESS YOU HAVE A STYLE MANUAL!**

**Before you grade any job, compare the answer
key to the Style and Reference Manual.**

**Remember the style manual takes precedence
and is the final answer when trying to determine
what is correct.**

**Please make note of partial credit guidelines in
the style and reference manual.**

DISTRIBUTION LIST:

Administration Support Team
Advanced Office Systems & Procedures
Advanced Word Processing
Basic Office Systems & Procedures
Fundamental Word Processing

Intermediate Word Processing
Health Administration Procedures
Integrated Office Applications
Legal Office Procedure