

## MODULE 1 WORD OBJECTIVE ASSESSMENT ANSWER KEY

### TRUE/FALSE

1. ANS: F
2. ANS: T
3. ANS: T
4. ANS: T
5. ANS: T
6. ANS: F
7. ANS: T

### MULTIPLE CHOICE

8. ANS: D
9. ANS: B
10. ANS: A
11. ANS: B
12. ANS: A
13. ANS: A
14. ANS: C
15. ANS: D
16. ANS: A
17. ANS: D

### COMPLETION

18. ANS: pull quote
19. ANS: data source
20. ANS: Quick Part
21. ANS: Compatibility Mode
22. ANS: template
23. ANS: Compress Pictures
24. ANS: columns
25. ANS: SmartArt



Pearman Ocean Resort  
1137 Prospect Street | La Jolla, CA 92037-4534  
858-555-0166 | [www.pearmanoceanresort.com](http://www.pearmanoceanresort.com)

Current date

Mr. Patrick Ray  
4863 S. Lawton Avenue  
Tulsa, OK 74107-8331

Dear Mr. Ray

Pearman Ocean Resort would be happy to have you, your wife, and your 20-pound cairn terrier, Andy, as guests in our resort. We made the decision when we first opened our resort that it would be a pet-friendly facility and that decision has been an excellent one for us. Please register Andy when you arrive.

We provide the following special amenities for pets:

- 🐾 Food bowl
- 🐾 Water bowl with bottled water
- 🐾 Pet bed
- 🐾 Special walking area
- 🐾 Turn down treat

No extra charges will be assessed for these services. It is our pleasure to provide them. The enclosed brochure provides additional information about our resort and the services provided.

We look forward to welcoming you, Mrs. Ray, and Andy next month.

Sincerely

Angela Westfield  
Reservation Manager

xx

Enclosure



# Bunkie Enterprises

648 Walnut Street | Bunkie, LA 71322-1769 | 318-555-0194 |

**TO:** Megan Bradshaw  
**FROM:** Student's Name  
**DATE:** Current date  
**COPY:** Joe Gibson  
**SUBJECT:** Landscaping for Marksville Office

Four landscape companies submitted bids for landscaping and establishing a lawn at our new Marksville office. All four bids meet the requirements we specified for trees, shrubs, and other plantings. As we requested, they also provided options for the method of establishing the lawn.

The time frame to establish a quality lawn was the same for all four companies—one to two years for hydroseeding, one year for sprigging, and two months for rolling out sod. Therefore, I am recommending that we sod the lawn because of the negative impression that a messy lawn would give our customers.

The bids are summarized in the following table:

Company	Hydroseed Lawn	Sprig Lawn	Sod Lawn	Trees/ Shrubs	Total Cost
<b>Mendez</b>	\$10,250.95	\$15,632.99	\$22,995.75	\$11,248.50	\$34,244.25
<b>Vista</b>	\$9,895.99	\$16,875.50	\$23,435.00	\$11,575.85	\$70,562.59
<b>Easy Care</b>	\$10,450.50	\$16,575.25	\$24,250.75	\$11,300.99	\$35,551.74
<b>Pete's</b>	\$10,195.99	\$15,999.99	\$24,500.00	\$11,250.00	\$35,750.00

The references on all companies were excellent. Therefore, I recommend that we accept the Mendez bid. The complete bids are available in my office.

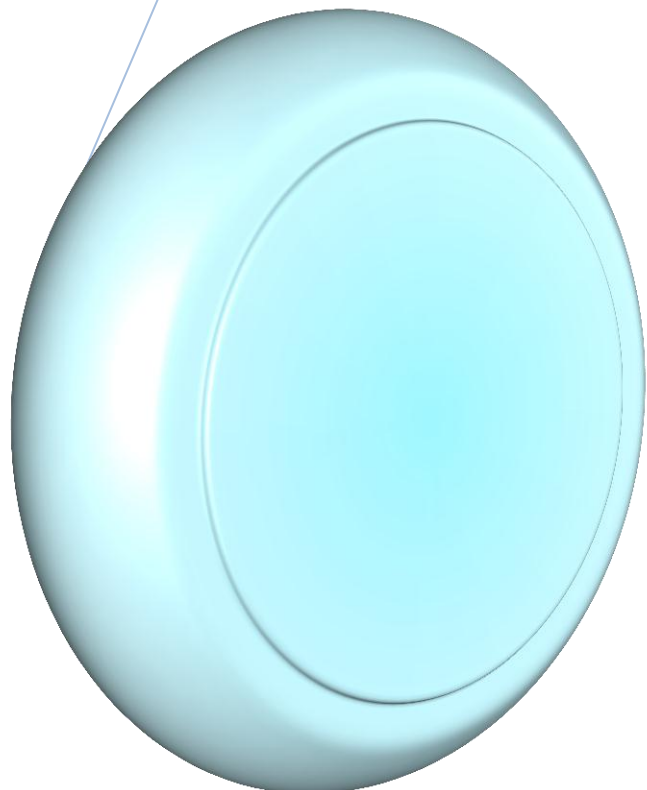


## Retreat Site Selected

Sand Dollar Executive Center

This report summarizes the process and results of the retreat site selection. The Sand Dollar Executive Center met all criteria and was selected.

**Student's Name**  
**Current date**



# Table of Contents

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Guest Accommodations.....	2
Meeting Facilities .....	2
Sand Dollar Ballroom .....	2
Ocean View 1 and 2.....	2
Shell Room.....	2
Outdoor Functions.....	2
Food Service .....	2

# Retreat Site Selected

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## *Sand Dollar Executive Center*

The Executive Retreat Planning Team was charged with locating a suitable facility for this year's retreat which is scheduled for June 6–12. The following criteria guided the search for an appropriate site.

1. The site must be located within driving distance for at least 30 percent of the participants.
2. The facility must be able to provide at least 60 rooms for the group at a base rate that does not exceed \$200 per night.
3. The facility must have at least six meeting rooms that could be used for breakout sessions.
4. The facility must have a banquet and reception facility that will accommodate at least 125 people.
5. Appropriate amenities should be available for spouses and families who accompany participants.

The team considered more than twenty sites and selected the Sand Dollar Executive Center to host the retreat.<sup>1</sup> The Sand Dollar Executive Center provides an ideal location for the retreat. It has very comfortable guest rooms and state-of-the-art facilities. It is located 15 miles north of Charleston, South Carolina and has shuttle service to and from Charleston every hour from 10:00 a.m. to midnight.

## **Guest Accommodations**

The Sand Dollar has 80 guest rooms, including 45 rooms with king beds, 25 rooms with two queen beds, and 10 two-room suites. All rooms are designed to meet the needs of conference participants and include spacious desks with comfortable desk chairs, voice mail, and high-speed data ports.

The Sand Dollar has a large fitness center with state-of-the-art equipment. Guests also have access to tennis courts, swimming pools, golf, walking trails, and, of course, the beautiful beach and Atlantic Ocean.

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<sup>1</sup> Only four facilities were available on the dates of the retreat and met all criteria.

## Meeting Facilities

The meeting rooms create a perfect environment for productive meetings. The rooms are ergonomically designed and are aesthetically pleasing. They are spacious with high ceilings and flexible space that can accommodate groups of varying sizes. All of the rooms have extensive audio-visual equipment that is available at no extra charge.

### Sand Dollar Ballroom

The four-salon—Dunes, Surf, Wave, and Tide—flexible design provides a variety of options. Excellent soundproofing makes it possible to have as many as four functions occurring concurrently in the ballroom. The entire ballroom could be used for our Saturday night reception and banquet. The flexible walls can be moved to configure the room into two large rooms or into four salons. These rooms are ideal for our breakout sessions.

### Ocean View 1 and 2

These attractively designed multipurpose rooms can accommodate our entire group. They also have complete audio-visual facilities.

### Shell Room

The Shell Room is a fixed-style classroom with plug-ins for laptop computers. It has a computer-controlled podium that makes it a presenter's delight. This room would be ideal for some of the work sessions that require extensive analysis.

## Outdoor Functions

The patios and large gazebo area provide an excellent venue for our reception and other outdoor activities if the weather is appropriate. Even if it rains, the covered area is large enough for our group.

## Food Service

The Sand Dollar Executive Center has an excellent chef, and a number of alternatives are available for food service. We have asked the staff to provide us with a group package that includes breakfast for everyone, lunch for participants, and our final reception and banquet for all adults. Special activities will be provided for children during the final reception and banquet. Guests have the option of a lunch buffet. The Sand Dollar has one casual and one fine dining restaurant. We assume many of our participants and their families will want to have dinner in Charleston for some of their meals.