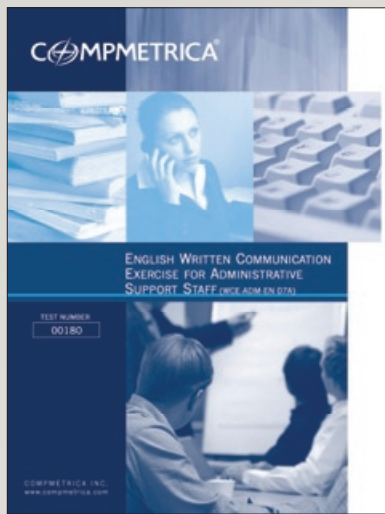


# COMPMETRICA English Written Communication Exercise for Administrative Support Staff



Many of today's businesses operate in environments in which mastering one or more languages is required to accomplish daily tasks. Assessing linguistic competencies is therefore important for administrative support staff who must communicate effectively in English. The **English Written Communication Exercise for Administrative Support Staff** (WCE-ADM-EN) is a written exercise that assesses the extent to which candidates have the ability to express their ideas in writing by using an appropriate language, free of mistakes, in order to efficiently transmit information.

## Description

- This written exercise presents a fictive scenario in which candidates must write an invitation letter for an upcoming meeting.
- The letter must be written using a formal approach that respects the rules of spelling, grammar, syntax, punctuation, and lexis in English.
- The text must contain an introduction and a concluding paragraph, include one or more paragraph(s) for the body of the letter, and cover all elements required for the meeting.
- The letter must contain approximately 250 words. Points could be deducted from the final mark if a candidate writes less than the required amount of words.

## Competency Assessed

### Communications

#### 10. Written Communication

Able to effectively transmit ideas in writing using carefully worded, appropriate, and correct language.

## Targeted Clientele

Organizations in which administrative support staff interacts in writing with different internal and external stakeholders of the organization.

## Conditions

### Duration

- Forty-Five (45) minutes

### Correction Time

- Paper-Pencil Administration: 4 business days
- Web Administration: 3 business days

(Can vary according to special arrangements and fees, negotiated in accordance to the amount of copies to correct, the client's needs, and the availability of Compmetrica's correction services).



