

COMPMETRICA French 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 French. The **French Written Communication Exercise for Administrative Support Staff (WCE-ADM-FR)** 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 ability test presents a fictitious 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 French.
- 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).



Type of Report



French Written Communication Exercise for Administrative Support Staff

Candidate: Smith, John Evaluation date: 2008/05/20

Explanation note on the type of test

The French Written Communication Exercise for Administrative Support Staff (WCE-ADM-FR 07) evaluates the candidate's ability to communicate in written French while working within the context of an administrative environment. Three main criteria are evaluated: writing strategy, structure and style, as well as grammar and mechanics of the text.

This exercise does not assess the specific knowledge for this field of employment.

Definition of evaluated components

The test evaluates **WRITTEN COMMUNICATION SKILLS**, i.e., the ability to express ideas in writing with the appropriate language and free of errors in order to transmit information effectively. More specifically, the three following aspects are evaluated.

- WRITING STRATEGY**: This evaluation criterion refers to the way the subject is dealt with, particularly in relation to the writer's objectives, the strategy used to achieve them (explanation, argumentation, etc.), and the way he or she concludes the text.
- STYLE AND STRUCTURE**: This evaluation criterion refers to the candidate's ability to write clear, precise and concise documents. More precisely, it refers to the ability to write a text with a structured framework in which sentences are linked together, ideas are divided into paragraphs and are presented logically.
- GRAMMAR AND MECHANICS**: This evaluation criterion refers to the ability to apply the rules of grammar, punctuation, spelling, syntax, and diction.

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Results by component measured

The graphs below contain additional data on the candidate's capabilities in these three elements and are provided for your information. **This information should only be used for professional development purposes.**

A WRITING STRATEGY Results: 21 / 25

Introduction: Introduces the subject of the text and provides a context. 3 / 3

Body of the letter: Expresses the reason for writing and the strategy used in relation to the context. 16 / 20

Conclusion: A conclusion ends the text and summarizes the points made. 2 / 2

B STYLE AND STRUCTURE Results: 10 / 15

Tone: The tone used is always moderate and objective, appropriate to administrative correspondence that is on behalf of someone else. 2 / 3

Progression: There is a progression in the development of ideas that leads the reader from one point to another in a specific direction. The ideas must be linked to one another in a clear and logical way. 1 / 3

Transitions: Transitions ensure that one idea progresses to the next so that the document forms a coherent whole, not just a collage of ideas. Transitions accompany the change of ideas in a text. 2 / 3

Rigorous demonstration: The argument must be based on data (facts, information, observations) that are explained and analyzed. Positions are supported. No information is invented or incorrect. 3 / 3

Relevance: The ideas must be relevant to the plan established for the text. There should not be too many ideas for the same subject. 2 / 3

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Overall result

C GRAMMAR AND MECHANICS OF THE TEXT Results: 41 / 60 PERCENTILE N/A

Spelling: Usual spelling refers to the commonly accepted way of spelling words. 12 / 12 N/A

Grammar: Grammar refers to a mastery of the rules governing the relationship between words in the language. 6 / 12 N/A

Syntax: Syntax refers to a mastery of the rules governing the order of words and the construction of sentences. 9 / 12 N/A

Punctuation: Punctuation refers to a mastery of the non-alphabetic signs that indicate the divisions in a text, and mark certain syntactic relationships or nuances in meaning. 6 / 10 N/A

Diction: Diction refers to the correct use of words and the avoidance of errors in vocabulary. 8 / 14 N/A

D TOTAL OF THE THREE COMPONENTS Results: 72 / 100 N/A

Penalty for not following instructions:

Note that the final score is based on the length of the text written by the candidate. The number of words required for this exercise is 250. If this instruction is not followed, points are deducted from the results obtained in section D.

Based on the number of words the candidate used in his or her text, 20 points will be deducted from his or her final results score.

E FINAL RESULTS Results: 52 / 100 N/A

52 %
or
2,6 / 5

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te's performance in relation to the
s of 50%, which indicates that the
s in writing within the context of a

52 %
or
2,6 / 5

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