

# COMPMETRICA French Written Communication Exercise for Professionals



Many of today's businesses operate in environments in which mastering one or more languages is required to accomplish daily tasks. It is therefore important to evaluate, in a valid and reliable manner, the linguistic competencies of professionals who must communicate effectively in written French. The **French Written Communication Exercise for Professionals** (WCE-PRO-FR) is an evaluation tool that assesses the candidates' skills to express their ideas in writing by using an appropriate and error-free language to transmit information effectively.

## Description

- This linguistic ability exercise presents a fictitious scenario in which candidates must reply to a letter while assuming the role of a professional.
- The letter must be written using a formal approach that respects the rules of French spelling, grammar, syntax, punctuation, and lexis.
- The text must contain an introduction, one or more paragraph(s) for the body of the letter, and a concluding paragraph; also, the candidate must cover all elements required in order to complete the exercise.
- The letter must contain approximately 320 words. Points will be deducted from the final mark if a candidate writes less than the required number 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 professionals interact in French in writing with internal and external stakeholders.

## Conditions

### Duration

- Sixty (60) minutes

### Correction Time

- Paper-Pencil Administration: Four (4) business days
- Web Administration: three (3) business days



# Sample Report

## French Written Communication Exercise for Professionals

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

**Explanation note on the type of test**

The French Written Communication Exercise for Professionals (WCE-PRO-EN 09) evaluates the candidate's ability to communicate in written French while working within the context of a professional work 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**

This test evaluates **WRITTEN COMMUNICATION SKILLS**, i.e., the ability to communicate in written French while working within the context of a professional work environment. The following aspects are evaluated.

WRITING STRATEGY

This evaluation criterion refers to the particularly in relation to the writer's objectives to achieve them (explanation, argumentation) concludes the text.

STYLE AND STRUCTURE

This evaluation criterion refers to the candidate's ability to write a text with a structured framework. More precisely, ideas are divided into paragraphs.

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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.**

WRITING STRATEGY	Results:	21 / 25	PERCENTILE
<b>Introduction:</b> Introduces the subject of the text and provides a clear context.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	3 / 3	N/A
<b>Body of the letter:</b> Expresses the reason for writing and the strategy used in relation to the context.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	16 / 20	N/A
<b>Conclusion:</b> A conclusion ends the text and summarizes the points made.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	2 / 2	N/A
STYLE AND STRUCTURE	Results:	13 / 15	PERCENTILE
<b>Tone:</b> The tone used is always moderate and objective, appropriate to administrative correspondence that is on behalf of someone else.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	3 / 3	N/A
<b>Progression:</b> 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.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	2 / 3	N/A
<b>Transitions:</b> Transitions ensure that one idea progresses to the next and that the document forms a coherent whole, not just a collage of ideas. Transitions accompany the change of ideas in a text.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	3 / 3	N/A
<b>Proximate demonstration:</b> The argument must be based on data (facts, information, observations) that are explained and analyzed. Arguments are supported. No information is invented or incorrect.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	2 / 3	N/A
<b>Relevance:</b> The ideas must be relevant to the plan established for the text. There should not be too many ideas for the same subject.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	3 / 3	N/A

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C GRAMMAR AND MECHANICS OF THE TEXT	Results:	47 / 60	PERCENTILE
<b>Spelling:</b> Usual spelling refers to the commonly accepted way of spelling words.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	6 / 12	N/A
<b>Grammar:</b> Grammar refers to a mastery of the rules governing the relationship between words in the language.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	9 / 12	N/A
<b>Syntax:</b> Syntax refers to a mastery of the rules governing the order of words and the construction of sentences.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	9 / 12	N/A
<b>Punctuation:</b> 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.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	9 / 10	N/A
<b>Diction:</b> Diction refers to the correct use of words and the avoidance of errors in vocabulary.	<div style="width: 80%;"><div style="width: 80%;"></div></div>	14 / 14	N/A
D TOTAL OF THE THREE COMPONENTS	Results:	81 / 100	PERCENTILE
<b>Penalty for not following instructions:</b>			
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 320. 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:	81 / 100	PERCENTILE

